

## **APPENDIX B: INTERFACILITY TRANSFER PROCESS FOR LVO/ICH**

### **1. Provider Calls Hospital(s) to Obtain Accepting Attending:**

- Walter Reed (WRNMMC), 301-295-2621 (**ICH patients only**)
- Medstar, Washington Hospital Center, 844-877-2424 (LVO or ICH)
- George Washington University Hospital, 202-715-4562 (LVO or ICH)
- INOVA Fairfax Hospital 703-776-4001 (LVO or ICH)

### **2. Provider Calls Clinical Coordinator (5-7887) with Transfer Request\***

- Provides accepting hospital and attending name and diagnosis for transfer

### **3. Clinical Coordinator Initiates Transfer Process to Outside Hospital**

- Calls receiving hospital for bed request and confirmation of transfer acceptance
- Notifies the Charge RN/MSA to prepare transfer chart
- Monitors for and notifies provider upon assigned bed availability

### **4. Provider Complete the following Required Documentation:**

- Beneficiary Travel (BT) note in CPRS (Special Mode of Transportation, Stroke, Interfacility Transfer, ACLS)
- Physician Interfacility Transfer Note in CPRS
- Travel Request Hybrid Note (not during M-F, 0700-1530)
- Consent-Transfer IMED or Hard Copy
- DC MOST Form (Hard copy)
- Completes Appropriate New Consult (under consult tab):
  - **Community Care-DOD Walter Reed** for Walter Reed
  - **Community Care-Neurosurgery** for all other hospitals
- Discharge summary

### **5. Clinical Coordinator Completes Travel Hybrid Note\***

- Completes Travel Hybrid Note once Beneficiary Travel Note and Physician Interfacility Transfer Notes Completed
- Provides support to physician for all aspects of transfer process
- Ensures travel office/AOD notified to request and schedule ambulance

### **6. Travel Office Requests and Schedules Ambulance^**

### **7. Nurse: Completes Nurses interfacility Transfer Note in CPRS**

### **8. Charge RN/MSA Prepares Transfer Chart**

- H&P, All consult notes, Covid result
- 72hrs of MD notes, labs, imaging (on disc), vital signs
- DC MOST Form (Hardcopy)
- Consent for transfer 10-2649-B (IMED and printed)

**\* Monday through Friday 1530 to 0700 and on Weekends and Holidays:**

**\* RN Supervisor/Vocera at 5-8899/ext. 5-8363; ^ Completed by AOD 5-8360**