Best Practices When Transferring to the Hospital

Tips for transferring a resident to the hospital, and pre-transfer checklist. Completed by nursing home staff prior to transfer to hospital, travels with resident to provide ED staff with essential information.

**Decision to transfer a resident to the hospital should be based on:**

<table>
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<tr>
<th>Clinical considerations</th>
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<td>Is the resident clinically stable?</td>
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<tr>
<td>Can we provide the diagnostic tests or treatments needed to care for this resident here?</td>
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<tr>
<td>If COVID-19 is suspected, how will we isolate the resident and do staff have needed PPE?</td>
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<thead>
<tr>
<th>Goals of care</th>
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<tr>
<td>Any medical orders regarding hospitalization, intubation, code status (such as POST form)?</td>
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<tr>
<td>Have goals been re-addressed in the context of COVID-19?</td>
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**These communication steps should be completed during the transfer process:**

1. Complete COVID-19 Hospital Transfer Cover sheet
2. Transferring provider should call the ED triage line of the hospital to describe the resident’s acute needs, and whether signs/symptoms of COVID-19 are present.
3. EMS providers should be informed of any suspicion/symptoms related to COVID-19 when calling for transport.
4. Confirm with EMS hospital patient is being transferred to (some may be on diversion)

**Send this information with the resident:**

- Complete COVID-19 Hospital Transfer Coversheet
  - Advance directives/medical orders regarding treatment preferences (e.g. - POST form)
  - Contact information for family/POA (MUST verify before transfer)
  - Contact information for nursing home and for transferring provider
  - Reason for transfer including recent symptoms and vital signs – especially *cough, fever, shortness of breath*
  - Chronic medical issues relevant to the transfer
  - When symptoms began
  - Whether providers or other residents in the facility have COVID-19
  - Baseline cognitive and functional status
- List of current medications
- Labs, diagnostic results, and provider notes from the last 72 hours

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