



Patient Transfer due to Relationships

After discovering a new patient has a **personal relationship** with a patient already in treatment, take the following steps:

1. Facility team members meet with the newer patient to discuss the conflict of interest.
2. Ask if they are willing to transfer to a different facility. If the answer is...

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| NO | If they have already admitted, complete the discharge process based on physician's orders. If they have not yet admitted, politely escort them out of the facility. |
| YES | Before 6:00 P. M. - Call the Access Center: 800-545-9031 After 6:00 P. M. - Call Sherry Coomer: 270-765-9085 |

3. The Access Center will...

| Contact both physicians. | |
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| Transferring Facility MD | Ask for orders to transfer the patient to a facility with available space. |
| Admitting Facility MD | Ask them to accept the patient. Email them the intake screen (copy/paste). |
| Document both physician's orders (received under "MD Orders") in the patient's chart. | |
| Contact both facilities. | |
| Transferring Facility | Discuss where the patient is going and how long it will take to travel (based on mileage). Advise them to help the patient arrange transportation. |
| Receiving Facility | Discuss the patient's projected arrival time. |
| Was the patient judicially-referred or court-ordered? | |
| Contact the legal entity to discuss the patient's transfer and why it was necessary. | |

4. When the patient arrives, the receiving facility will...
 - update the patient's facility status in the EMR.
 - document their arrival.
 - follow appropriate admission protocols including a UDS and search.