



INODAYA HOSPITALS-KAKINADA

Documentation code:
INH/AAC.- doc No:06

Policy on Transfer In

Prepared Date: 05/07/2023

Reference: AAC.3a. NABH Standards – 5th Edition

Issue date: 05/07/2023

Issue No:2

Review NO:01

Review Date: 04/07/2024

Policy on Transfer In

1. Purpose:

The objective of the policy is to standardize the process for transfer – in of patients from other hospitals/facilities

2. Scope:

- The scope of the policy covers Consultants, Emergency department, Front office executives, billing section (cash & credit) involved in the transfer-in of patients from other hospitals/facilities
- The scope of the policy also covers all planned and unplanned transfers from other facilities
- The scope of the policy is defined for transfer-in of unstable & stable patients from other hospitals/facilities to our hospital

3. Distribution:

Consultants, junior residents, Emergency Department, Front Office – executives, Cash billing section & Credit billing section

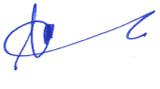
4. Definitions:

Duty MET In-charge: Duty Medical Emergency Team in-charge

MET: Medical Emergency Team consists of Duty Anesthesiologists, Duty Emergency Physicians, Duty Emergency Nursing Team (Casualty) & Duty Emergency Nursing Team (Wards/ICU)

ACLS: Advanced Cardiac Life Support

BLS: Basic Life Support

Prepared by: 	Verified by: 	Approved by: 
Dr.D.N.S.Prakash	Mrs.G.Lakshmi Lavanya	Dr.G.Rammohan
Medical Director	Accreditation Coordinator	Managing Director



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5. Responsibility:

Front office executives, Operations executives, casualty executive & billing section in-charges

6. Policy:

- a. Our hospital accepts planned / unplanned or stable / unstable patients from other hospitals / facilities
- b. The Casualty Medical Officer & Casualty – Executive coordinates the transfer – in process with necessary advice from the Duty MET In-charge
- c. The Casualty Medical Officer discuss with the transferring organization’s Medical Officer/Consultant and assess the needs of the transfer in coordination with the Duty MET in-charge
- d. Our hospital offers to provide professional transfer – in services (with additional charges as applicable). Our professional transfer – in services consists of:
 - i. Advanced Cardiac Life Supports equipped ambulance
 - ii. Basic Life Supports equipped ambulance
 - iii. BLS & ACLS trained staff members
- e. Every transfer-in is prioritized as a unstable patient transfer / Stable patient transfer
- f. All unstable patient transfer – in processes are offered professional transfer – in services with ACLS support facilities
- g. All stable patient transfer-in processes are offered professional transfer – in services with BLS support facilities
- h. A brief discharge summary is requested from the transferring hospital/facility

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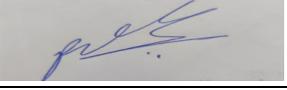
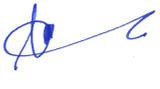
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7. Responsibility Matrix for Transfer – In of patients:

S.No	Action/Step with regards to the process of Transfer - In	Responsibility
1	Information with regards to the Transfer – In request from other hospital is discussed with the consultant concerned & Duty MET In-charge	Casualty Medical Officer
2	Plan of transfer is informed to the transferring hospital/facility and necessary counseling of the patient's attenders	Casualty Medical Officer & Casualty - Executive
3	Arrangements for transfer – ACLS/BLS team members & Ambulance	Casualty Medical Officer & Casualty - Executive
4	Completion of transfer & Hand over by ACLS/BLS team leader to casualty team	ACLS / BLS team leader, Casualty Medical Officer & Casualty - Executive

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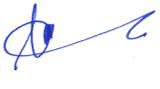
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Document Revision History

DOCUMENT REVISION HISTORY		
Version	Date of issue	Reason for Revision
Original version - 1	10/03/2022	Prepared 5 th edition
Revised version - 2	05/07/2023	Periodic revision and update
Revised version - 3		
Revised version - 4		
Revised version - 5		

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