

## ASPR TRACIE Technical Assistance Request

**Requestor:**

**Requestor Phone:**

**Requestor Email:**

**Request Receipt Date (by ASPR TRACIE):** 24 August 2016

**Response Date:** 24 August 2016

**Type of TA Request:** Standard

### Request:

██████████ is requesting templates for transfer agreements between providers.

### Response:

ASPR TRACIE found the following templates and useful resources specific to transfer of patients between providers.

#### I. Transfer Agreement Templates

Minnesota Department of Health. (n.d.). [Transfer Agreement Example](#).

This example transfer agreement is written for transfer and treatment of trauma patients.

Pearson, K. and Coburn, A. (2013). [Emergency Transfers of the Elderly from Nursing Facilities to Critical Access Hospitals: Opportunities for Improving Patient Safety and Quality](#). Flex Monitoring Team, Policy Brief #32.

This document provides best practices and lessons learned regarding nursing facility-to-hospital transitions of care. **Starting on Page 11 are eleven sample transfer forms and checklists.**

State of California Health and Human Services Agency, California Department of Public Health. (2008). [Transfer Agreement](#).

This transfer agreement from California is written for transfer of patients and records between a hospital and receiving facility.

State of New Jersey. (2011). [Psychiatric Transfer Form](#).

This form is specific to interfacility transfer of inpatient psychiatric patients. Instructions for completing the form is located at [http://www.nj.gov/humanservices/dmhas/forms/Universal%20Transfer%20Forms/Transfer\\_Instructions.pdf](http://www.nj.gov/humanservices/dmhas/forms/Universal%20Transfer%20Forms/Transfer_Instructions.pdf).

Unknown Author. (2009). [Patient Transfer Agreement](#).

This patient transfer agreement from North Carolina for acutely ill patients can be customized and used by different types of healthcare facilities, though the current template is geared towards hospitals.

## II. Other Relevant Resources

Maryland Emergency Medical Services. (2014). [Interhospital Transfer Resource Manual](#). Maryland Institute for Emergency Medical Services Systems.

This document provides transport guidance for patients between facilities. It includes a background of Maryland EMS, how to initiate transfer, lists of facilities and indications for transfers, and directions to facilities. A sample transfer form is provided on page 2.

Massachusetts Department of Health and Human Services. (n.d.). [Transfer Protocols and Forms](#).

This site includes clinical criteria and transfer protocols for Department of Mental Health facilities. There are forms for adults, children, and adolescents.

National Highway Traffic Safety Administration. (2006). [Guide for Interagency Patient Transfer](#).

This document provides general guidance for interfacility transfer (IFT) of patients for the agencies providing the transfer at the local, regional, or state level as well as those planning for IFT or dealing with IFT-related issues. It includes 10 major topics such as medical oversight, liability, operations, financial considerations, and lessons learned.