



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### INTRA-FACILITY TRANSFER

**Effective Date:** June 12, 2020

**Policy:** TX-08

**Page 1 of 5**

- I. PURPOSE:** To establish transfer procedures for use when a clinical determination is made that a patient may be more appropriately served on another treatment program.
- II. POLICY:** This transfer policy is initiated when, after evaluation and screening, it is determined a patient would be more appropriately served in a different treatment program which would meet the distinct character and nature of the patient's psychiatric disorder.
- III. DEFINITIONS:**
  - A. Licensed Independent Practitioner:** Attending physician (psychiatrist) or advanced practice registered nurse with a clinical specialty in psychiatric mental health nursing.
  - B. Hospital Licensed and CMS-Certified Acute Psychiatric Hospital Bed:** Include licensed and CMS-certified beds on Units: A, B, E and Spratt.
  - C. Hospital Licensed and Non-CMS-Certified Acute Psychiatric Hospital Bed:** Include licensed beds on D Unit.
  - D. Montana State Hospital (MSH) Mental Health Center Licensed Mental Health Group Home (MHGH) bed:** Include MHGH licensed beds at occupied MSH Group Homes.
  - E. MSH Mental Health Center Licensed Forensic Mental Health Center (FMHF) bed:** Include beds licensed at the FMHF at Galen, Montana.
- IV. RESPONSIBILITIES:**
  - A. For patients transferred from A, B, E, or Spratt to a bed on A, B, E, or Spratt.**
    1. Medical Staff are responsible for:
      - a. Writing transfer and acceptance orders.
      - b. Coordinating transfer orders from Licensed Independent Practitioner to Licensed Independent Practitioner.
      - c. Communicating transfer status with treatment team.
    2. Nursing is responsible for coordinating patient transfer per Licensed Independent Practitioner order and for ensuring communication from transferring and accepting units.

3. Receiving Licensed Independent Practitioner, Nurse and other treatment team members can utilize completed assessments which are affirmed as current as suitable transfer/admission assessments.
- B. For patients transferred from A, B, E, or Spratt to a bed on D.
1. The transferring Licensed Independent Practitioner is responsible for completing a discharge summary within 15 days of discharge from the transferring unit.
  2. The receiving Licensed Independent Practitioner is responsible for completing the Psychiatric Intake Exam progress note within 24 hours of the time of transfer.
  3. The Annual Psychiatric Evaluation is due on the Anniversary date of the original admission date regardless of the transfer date.
  4. The Medical Clinic Licensed Independent Practitioner is responsible for completing the Annual History & Physical, which is due on the Anniversary date of the original admission date regardless of transfer date.
  5. Nursing is responsible for completing the Mini Nursing Assessment at the time of the transfer.
  6. Certified Mental Health Professional is responsible for completing the Treatment Plan within 10 days of transfer/admission.
  7. Medical Clinic, Social Services, and other treatment team members can utilize completed assessments which are affirmed as current as suitable transfer/admission assessments.
- C. For patients transferred from A, B, E, or Spratt to a bed on MHGHs or FMHF.
1. A, B, E, or Spratt To MHGHs:
    - a. The transferring Licensed Independent Practitioner is responsible for completing a discharge summary within 15 days of discharge from the transferring unit.
    - b. The transferring Licensed Independent Practitioner is responsible for completing the Annual Psychiatric Evaluation which is due on the Anniversary date of the original admission date regardless of transfer date.
    - c. The Medical Clinic Licensed Independent Practitioner is responsible for completing the Annual History & Physical, which is due on the Anniversary date of the original admission date regardless of transfer date.
    - d. Nursing is responsible for completing the Annual Nursing Assessment which is due on the Anniversary date of the original admission date regardless of transfer date.
    - e. MHGH Program Manager is responsible for completing the Clinical Intake Assessment within 21 days of full transfer to the MHGH.
    - f. Certified Mental Health Professional is responsible for completing the Treatment Plan within 10 days of transfer/admission.





E. Emergency and medical transfers are made by the appropriate Licensed Independent Practitioner to meet the needs of the patients.

**VI. REFERENCES:** None.

**VII. COLLABORATED WITH:** Medical Director, Director of Nursing Services, Director of Health Information, Director of Clinical Services.

**VIII. RESCISSIONS:** TX-08, *Intra-Campus Transfers* dated August 1, 2012; TX-08, *Intra-Campus Transfers* dated July 13, 2009; TX-08 *Intra-Campus Transfers*, dated August 21, 2006; TX-08 *Intra-Campus Transfers*, dated June 6, 2003; TX-08 *Intra-Campus Transfers*, dated February 14, 2000; HOPP 13-03.T.100582, *Intra-Campus Transfers*, dated October 1982.

**IX. DISTRIBUTION:** All hospital policy manuals.

**X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

**XI. FOLLOW-UP RESPONSIBILITY:** Medical Director.

**XII. ATTACHMENTS:** For internal use only.

A. Intra-facility Transfer Table

Signatures:

Kyle Fouts  
Hospital Administrator

Thomas Gray, MD  
Medical Director