



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

INTRA-CAMPUS TRANSFER

Effective Date: August 1, 2012

Policy #: TX-08

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- 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 that 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 (LIP) – Attending physician (psychiatrist) or advanced practice registered nurse with a clinical specialty in psychiatric mental health nursing.
- IV. RESPONSIBILITIES:**
 - A. Medical Staff are responsible for:
 1. Writing transfer and acceptance orders.
 2. Coordinating orders from LIP to LIP.
 3. Communicating transfer status with treatment team.
 - B. Nursing is responsible for coordinating patient transfer per LIP order and for ensuring communication from transferring and accepting units.
- V. PROCEDURE:**
 - A. The LIP on the referring unit will make the referral to the LIP on the accepting unit.
 - B. The referral will be approved by the accepting LIP and may be reviewed by members of the accepting treatment team.
 - C. Transfer is made only after written order of the LIP assigned to the unit requesting the transfer.

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D. Should there be a disagreement between LIPs concerning the proposed transfer; the matter will be referred to the Medical Director for resolution.

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

VI. REFERENCES: None

VII. COLLABORATED WITH: Medical Director, Director of Nursing Services.

VIII. RESCISSIONS: #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. REVIEW AND REISSUE DATE: August 2015

XI. FOLLOW-UP RESPONSIBILITY: Medical Director

XII. ATTACHMENTS: None

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John W. Glueckert Date
Hospital Administrator

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Thomas Gray, MD Date
Medical Director