

STANDARD OPERATING GUIDELINE



[Interfacility Transfers]

Department: Operations

SOG#207

Applicable to: All Staff

Effective Date: 1 March 2020

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Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the handling of Interfacility Transfers.

Scope:

The scope of this document applies to all road personnel related to transporting a patient from one receiving facility to another, or home in accordance with Department of Health regulations.

Guideline:

1. BVA does not generally provide Interfacility (hospital to hospital) transfers. If Agency personnel receive an inquiry, it should be directed to the Chief for his/her consideration.
2. Occurrences where an Interfacility Transfer may be granted:
 - 2.1. Patient in question is a member or employee of the agency.
 - 2.2. Patient in question is an employee of the Primary Operating District
 - 2.3. Patient in question is a member of the Public Safety community.
 - 2.4. Patient in question is being returned to the Primary Operating District.
3. Each request is reviewed on a case by case basis.
4. Should the request be approved, EMS personnel must ensure:
 - a. Physician Certification Statement is appropriately filled out and obtained prior to transport.
 - b. HIPAA and Billing form is appropriately filled out and obtained.
 - c. Face sheet from the sending facility is obtained.
 - d. All of the above, as well as additional pertinent documentation, is attached to the chart.

This document supersedes any documents on the topic dated prior to the effective date noted above.