

PATIENT TRANSFER GUIDELINES – Fax completed form to (720) 875-9183

Patient Name: _____ Sending Facility: _____

In order to provide for safe and comfortable patient transport, please observe the following transfer guidelines:

1. Per Federal COBRA / EMTALA laws, all patients MUST be accompanied by appropriate transfer orders from the sending physician, as well as documentation of acceptance by an appropriate receiving facility.
2. Please send a copy of the patient’s discharge summary, Medical Administration Record, recent laboratory results, and a copy of the chart, with the patient. It is helpful to assume that the receiving facility has no pertinent data and will base care on what information accompanies the patient during transport.
3. All patients should be sent with IV access. Please cap IVs unless the patient will require fluids during transport.
4. Please administer routine medications and PRN pain/comfort medications prior to discharging the patient for transport. If possible, provide the flight team with additional medications that may be required during transport.
5. Please send any scheduled or PRN medications the patient may require during transport, including IVs or IV piggyback medications.
6. Please diaper patient if unconscious or incontinent, or consider Foley catheter insertion for transport.
7. Discontinue any tube feedings 6 to 8 hours prior to transport.
8. Please bivalve any circumferential casts prior to transport.
9. Patients in traction can only be transported in a HARE traction or similar device. Patients cannot be transported with free hanging weights.
- 10. Please limit baggage to NO MORE than a total of 2 carry on size bags. Carry on size implies a bag that would fit in a commercial airline overhead compartment. Any luggage that doesn't fit or meet these requirements will be shipped at the patient's expense; space is severely limited on a fixed-wing air ambulance due to the amount of medical equipment necessary to provide a safe and secure flight experience. No wheelchairs allowed on aircraft due to limited space.**
11. Requests for passenger to travel with the patient must be approved prior to transport and are subject to change based upon the medical condition of the patient upon assuming care. One (1) Passenger may accompany the patient, Space permitting, Space on the aircraft is limited and the medical crew must have the appropriate space to provide optimal patient care during transport. If accompanying the patient, the passenger accepts the fact that seating has minimal space and may not be comfortable. The air medical crew shall each have the final authority to reject any passenger based upon the medical needs of the patient. The flight crew of the air carrier operating the flight shall have the final authority to reject any passenger based on safety or regulatory compliance for the flight.
12. AMR Air Ambulance, in compliance with CAMTS, must inform the patient that we may contract with Part 135 air carriers who provide additional aircraft that have not gone through the CAMTS accreditation process. These aircraft may be used for your transport services and the air carrier operating these aircraft is required to comply with all FAA rules and regulations. I agree and understand that there may be transportation delays caused by any means such as weather, travel conditions, health and safety factors, compliance with FAA regulatory requirements, unforeseen maintenance issues, etc. AMR Air Ambulance and the Part 135 air carrier contracted to operate the flight, will do everything possible to meet the schedule provided to you and, if necessary, may outsource/subcontract this service to another provider that may or may not be CAMTS accredited.
13. The Consent for Transport form must be completed, signed by the patient / responsible party and faxed back to AMR Air Ambulance with the other required paperwork.
- 14. EVERY PATIENT MUST HAVE A PHOTO ID FOR TRANSPORT. If photo ID is unavailable for the patient a facility face sheet must be sent with the patient and a facility wrist band must be on the patient for transport, ALL information must match. ALL PASSENGERS MUST HAVE A PHOTO ID. These requirements must be met per FAA rules and regulations, no exceptions.**

Patient / Responsible Party Signature Date Witness Date

P:forms/medical/Pt Transfer Guideline 11-6-08

AMR Air Ambulance is an indirect air carrier which arranges and coordinates air ambulance services. All flights are operated by direct air carriers holding certificates issued under 14 C.F.R. Part 121 or 135