OB: EMTALA and Transfers OUT

WHAT YOU NEED TO KNOW AND DO
EMTALA: Transfer Process

- Notify **Administrative Supervisor** at the beginning of the transfer process that a patient is being transferred from OB to an outside hospital.

- Every transfer needs to have 4 forms completed in the EMR to complete the Certificate of Transfer (COT):
  - Inpatient [admit date] - [discharge date]
  - Provider Prepare to Transfer (Auth. Verified) - Test, OB MD 1
  - Provider Handoff (Auth. Verified) - Test, Nursing-CRN
  - Nursing Final Validation form

- Once all 4 forms have been completed in the EMR, the EMTALA COT will be available to print in Nursing Final Validation form.

- The patient’s consent to transfer should be completed and signed prior to transfer.

- The completed COT and signed consent should be copied for transfer, HIM, and manager.
Provider places the EMTALA order

• The transfer process begins with the physician order
Prepare for transfer

- Select “Prepare for Transfer” Phase
- Click “Initiate Now”
Form Requirements

- All yellow fields are required and must be completed.
- EMTALA COT will not print at end of process if any field left blank on this or any other required forms.
- To access reference text, right click within the field associated with the purple R.
• Select: Emergency Medical Condition Identified – Patient Stable (as appropriate)

• Write out rationale for medical benefits and risks
  • Rationale should be patient specific and detailed for diagnosis

• Color Triage: Select appropriate. Reference text includes Code Triage definitions

• Mode of Transportation for Transfer based on needs and condition
• List Support/Treatment during transfer instructions
  • Cardiac Monitor
  • Oxygen
  • Pulse Oximeter
  • IV Pump
  • IV Fluids

• List Receiving MD and Facility
  • Type in name: Do NOT use spyglass if transferring out of Mission system

• QMP is N/A for OB at Mission Hospital

• Select green check mark to complete form
1st Provider Orders for Signature

- Provider must select “Orders for Signature”
1st Provider Signature

- Select "Sign" to complete
The blue “T” should now be present beside patient on Tracking Board.
Nursing

- Nursing staff can now view blue “T” on tracking board
- Highlight patient on tracking board
- On menu bar, select blue “T”
- EMTALA COT Nursing Handoff form will automatically open
Nursing Handoff

- Nursing staff complete “Nursing Handoff” form
- Confirm EMTALA consent signed (see next slide)
- When form complete, select green check mark to finish form and sign
- "T" on tracking board will turn yellow
EMTALA Consent

• The EMTALA consent is required and must be printed and signed for each transfer

• Validation of consent obtained must be documented in the Nursing Handoff form but can be started at any time in the process

• To print consent:
  • Enter patient chart
  • Select Task
  • Select Reports
  • Select “EMTALA Certification of Transfer Consent”
EMTALA Consent

- Example of the EMTALA COT Patient Consent form that will print from Task > Reports
Provider Approval

- Provider responsible for final approval for transfer completes the “Patient Transfer Phase”

- Select “Patient Transfer Phase” of plan

- Select “Initiate Now”
Provider Validation

- Review form

- If any fields have red text, the documentation is not complete and must be corrected before provider attests process is complete

- Vital signs included in form must be completed within 30 minutes of transfer time

- Select “Yes” for Provider/QMP attestation when all documentation complete
2nd Provider Orders for Signature

- Select “Orders for Signature”
2nd Provider Signature

- Select “Sign” to complete
Nursing Validation

- Nursing staff can now view red “T” on tracking board
- Highlight patient on tracking board
- On menu bar, select red “T”
- EMTALA COT Nursing Final Validation form will automatically open
Nursing Validation

- Nursing staff reviews form
- Any red text on the final form requires correction
- Transferring QMP does not apply to OB at Mission Hospital
- After confirmation that no requirements are missing and EMTALA consent is signed, Nursing staff attests that patient is ready for transfer
- Select “Print Completed Document” to print completed COT
The completed COT form will only print if all required fields are completed.

If the completed COT does not print, corrections or additions will need to be completed on appropriate form(s) and form(s) resigned (see next slide).
• If modification is necessary for any of the 4 required EMTALA COT forms:
  • Go to Forms
  • Right click on form to be modified
  • Select modify
  • Make additions/corrections
  • Select **green** check mark to resign form

• If vitals are missing, have staff recheck and document vitals and refresh form

**Corrections/Additions**
The tracking board will display a green “T” on the tracking board beside the patient ready for transfer.
EMTALA: Transfer Process Review

- Every transfer needs to have 4 forms completed in the EMR to complete the Certificate of Transfer (COT):
  - Nursing Final Validation form
  - Provider Prepare to Transfer (Auth Verified) - Test, OB MD 1
  - Provider Validation Pt Ready for Transport (Auth Verified) - Test, OB MD 1
  - Provider Handoff (Auth Verified) - Test, OB RN

- Once all 4 forms have been completed in the EMR, the EMTALA COT will be available to print.
- The patient’s consent to transfer should be completed and signed prior to transfer.
- The completed COT and signed consent should be copied:
  - Send COT and consent with patient to receiving facility with additional medical records as needed.
  - Send COT and consent copy to be scanned into patient chart.
  - Submit COT and consent copy to Nurse Manager for audit.