Transferring a Hospice Patient PC.T10

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POLICY: Continuity of care is maintained when a hospice patient is transferred to another treatment setting or provider.

PROCEDURE:

1. Transfer procedures are initiated when a patient requests or needs admission to an inpatient facility, skilled nursing facility, assisted living facility, a hospice residence, or another hospice or health care provider.

2. A written discharge summary is prepared for the receiving provider that includes, at a minimum:
    a. the reason for the transfer;
    b. a summary of the patient's stay including treatments, symptoms and pain management;
    c. a copy of the patient's current plan of care;
    d. the patient's latest physician orders;
    e. documentation related to a face-to-face encounter with the patient if the patient is in his/her third or later benefit period and is transferring to a different hospice program; and
    f. any other documentation that will assist in post-transfer continuity of care.

3. The patient's clinical record is sent to the receiving provider, if requested.

4. The patient's attending physician (if any) provides orders as appropriate for the transfer to another provider.

5. The hospice's billing department is notified that the patient has transferred to another provider.

6. The hospice nurse and/or the Social Worker provide complete documentation of the patient's transfer in the patient's clinical record

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