

## **.23 Transfer Agreement.**

A. Written Agreement. A written agreement with at least one acute hospital shall be effected which shall provide for the following actions:

- (1) Planning to ensure that all services required for the continuity of patient care will be made available promptly;
- (2) Advance discussion with the patient regarding the reason for the transfer and any available alternatives;
- (3) Notification to the next of kin or responsible person regarding the anticipated transfer;
- (4) Interchange of medical and other information necessary in the care and treatment of patients transferred between the facilities;
- (5) Timely admission to the hospital when the attending physician determines acute hospital care is medically appropriate;
- (6) Safe transportation and care of the patient during transfer;
- (7) Security and accountability for the patient's personal effects;
- (8) Prompt readmission to the comprehensive care facility or the extended care facility at the end of the hospital stay (when program fiscal controls permit);
- (9) Annual review of execution of transfer arrangements (by utilization review committee or other designated group) to assure that each party is fulfilling the needs of both the patients and the providers (the hospital and the comprehensive care facility or the extended care facility);
- (10) If needs are not being met, it is the responsibility of the administrator of the comprehensive care facility or the extended care facility to act on recommendations of the reviewing group and to effect compliance;
- (11) Before licensure, the comprehensive care facility or the extended care facility shall submit to the Department a copy of the written agreement, signed by persons authorized to execute the agreement on behalf of the facilities;
- (12) Each facility shall maintain a signed copy of the agreement.

B. Facilities Under Common Control. If two facilities are under common control, a written agreement is not required; policies and procedures of both facilities shall provide assurance that § A(1)--(12) will be the practice of the facilities.

C. Exception for Comprehensive Care Facility. If a comprehensive care facility is unable to effect a transfer agreement with a hospital in the community and can document its attempts to secure an agreement, the facility shall be considered to have such an agreement in effect.

Agency Note: It is recommended that the comprehensive care facility arrange for a similar transfer agreement with an extended care facility.