TRANSFER OF PATIENT TO DIFFERENT HOSPICE PROVIDER

NHPCO Standard(s): CES 9

Regulatory Citation(s): COPs 42 CFR 418.104(e)(1), 10 NYCRR 793.2(e)(1), (e)(3)(iii), 794.4(b)(11) and (e)

**POLICY**

High Peaks Hospice (HPH) will facilitate a patient transfer to a different hospice provider accurately and in a timely manner without disruption of quality care to the patient.

**PROCEDURE**

When transfer of a patient is deemed necessary, the Registered Nurse (RN) Case Manager will:

1. Complete a “Patient Transfer” form
2. Prepare a written discharge summary for the receiving provider
3. Send a copy of the patient’s clinical record to the receiving provider if requested
4. Obtain attending physician orders as appropriate for the transfer to another provider
5. Notify the HPH Billing Office that the patient has transferred to another provider.
7. Provide copy of DNR or waiver
8. Provide copy of any Advance Directives including Health Care Proxy

Also see Clinical Policy “Change of Designated Hospice Provider CP206

**LAST REVIEW DATE:** IDT 02/08/17, Clinical Comm 04/23/17

**LAST UPDATED:** Comp Coord 10/21/16, 04/05/17, 05/15/17, 05/24/17, 09/01/18

**BOARD APPROVAL:** May 23, 2017