



Institutional Handbook of Operating Procedures
Policy 09.01.16

Section: Clinical Policies	Responsible Vice President:
Subject: Admissions, Transfers, and Discharges	Responsible Entity: Patient Placement

I. Title

Admission of Interfacility Transfer Patients

II. Policy

In accordance with the requirements of the Emergency Medical Treatment and Active Labor Act (EMTALA), the University of Texas Medical Branch (UTMB) is committed to accepting patients with [emergency medical conditions](#) from other facilities when UTMB has capacity, its medical services are available and the transferring facility represents it cannot provide the medical services required by the patient.

UTMB accepts interfacility patient transfers for patients with emergency medical conditions. All interfacility patient transfers for patients with emergency medical conditions are arranged through the Patient Placement Center (PPC) and must have a bed assignment prior to transfer to UTMB.

UTMB respects the diverse cultural needs, preferences, and expectations of the patients and families it serves to the extent reasonably possible while appropriately managing available resources and without compromising the quality of health care delivered.

III. Procedures

An interfacility transfer of a patient with an emergency medical condition may not be denied based on ability to pay. All such transfers will be monitored by the PPC for compliance with this policy with deviations reported monthly to the Chief Medical Officer and the applicable chair and chief.

The memorandum of transfer (MOT) from the transferring facility and appropriate documentation must accompany all patients. The receiving physician and the hospital administrator/designee must sign and complete the section of the transferring facility's memorandum of transfer (MOT) and it shall be filed in the UTMB medical record.

Patients previously accepted by UTMB physicians for direct admission will not be denied admission by the Emergency Department (ED). The ED may render care to patients if their medical condition deteriorates or becomes unstable while en route to UTMB.

When the PPC receives a call from a facility requesting the transfer of a patient with an emergency medical condition in an Emergency Room, the PPC, in conjunction with the Clinical Operations Administrator (COA)/House Supervisor, will determine capacity at UTMB. If capacity is available, the PPC will contact the UTMB physician assigned to the call coverage and connect the UTMB physician with the transferring facility physician to discuss patient care issues. Once the clinical discussion has taken place, the PPC will secure a bed assignment and will provide to the referring facility the administrative approval and bed assignment information for the direct admission.

Once the patient has arrived on the designated floor or unit, care will be initiated according to the applicable UTMB Nursing Practice Standards.

See [Policy 09.01.12](#), *Interfacility Transfer of Patients from UTMB* for details on completing the MOT.

IV. Reporting Violations

All alleged violations of Texas Department of Health (TDH), Centers for Medicare and Medicaid Services (CMS), or EMTALA regulations shall immediately be reported to the PPC. The PPC will collect the necessary information and will provide this information to the Medical Director of Inpatient Care/Hospital Administration and the Executive Director of Institutional Compliance. The Institutional Compliance Officer will review the allegation and report receipt of inappropriate transfer patients or other violations to TDH and CMS within 72 hours of first knowledge of the incident.

V. Related UTMB Policies and Procedures

[IHOP - 09.01.12 - Interfacility Transfer of Patients from UTMB](#)

VI. Dates Approved or Amended

<i>Originated: 03/22/1991</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/14/2014	11/17/2017

VII. Contact Information

Patient Placement Center
(409) 747-2170