
Overflow Patients

Purpose:

1. To assure that patient's awaiting general ward beds are provided with appropriate level of care
2. To assure that patients transfer orders are activated if no immediate or imminent general care bed available.
3. To assure that necessary interventions are implemented as soon as possible.

Policy:

1. Once the MD's assesses and makes the decision to transfer patient to the general ward orders for transfer are written.
2. The MD shall notify the receiving service and discuss plan of care
3. The receiving service MD shall write a note of acceptance in the progress notes
4. Once transfer orders are written the nurse shall complete, sign off and fax the orders to the pharmacy
5. The pharmacy shall implement transfer orders in both Diebold and MAK
6. Once a bed is obtained the nurse shall transfer the patient per hospital policy
 - a. See Hospital Policy Continuum of Care 5.23

Responsible Party

Action

MD

1. Assess the patient and makes decision to transfer general ward.
2. Complete transfer orders and place on chart.
3. Notify receiving service.
4. Document transfer note in progress notes.

RN

5. Assess and performs transfer orders.
6. Sign off transfer orders when complete.
7. Fax transfer orders to pharmacy.
8. All care is performed per transfer orders.
9. Patient shall remain on cardiac monitor if patient being transferred to telemetry. If patient being transferred to general care area cardiac monitor is at the discretion of the nurse.
10. Patients with arterial lines shall have the line removed prior to being transferred to the general care area.
11. Once bed available nurse shall complete Transfer - Discharge Summary (SN1116), call report, document in nurses notes, and transfer to bed assigned.
12. Change patient's status in computer to appropriate charge code

RN/Ward Clerk

Reference:

Nursing Policy T 40: Nursing Transfer – Discharge Summary