LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

TRANSPORTATION SERVICES
(EXTERNAL)

Purpose:

To provide appropriate means for the transporting of patients who must be sent to local hospitals or other designated areas for special tests or procedures.

Policy:

A. The physician shall be responsible for:

1. writing an order for transportation
2. designating what portion of patient’s medical record is to be photocopied and sent with the patient. (Originals will not be sent)
3. scheduling the test or procedure to be performed and
4. ordering IV to be changed to IV lock prior to transfer

B. During normal business hours 8:00 a.m. - 5:00 p.m. the Nursing Unit will contact Social Services. Social Services will be responsible for:

1. making the necessary arrangements for transportation and
2. notifying the nursing unit when transportation is available

NOTE: After hours the Administrative House Manager will be responsible for making the arrangements.

C. The physician or nursing unit shall be responsible for providing the following information when notifying Social Services or Administrative House Manager of the need for transportation:

1. patient’s name and medical record number, sex, age, and ordering physician
2. location (unit, room and bed number)

3. name of facility and department to which patient is to be transported

4. test or procedure to be performed

5. date and time for scheduled test or procedure and

6. mode of transport - wheelchair/stretcher/hospital courier

_______________________
Administrator

_______________________
Date

7/21/04

Written: 1/93
Reviewed: 10/96, 6/04
Revised: 3/01, 6/04
Approved by Clinical Board: 5/15/01, 7/20/04