

## Policy: Appraisal of Emergencies and Referral for Off-Campus Department(s)

<b>ORGANIZATIONAL: Affects two or more departments.</b>							
<b>Folder</b>	Organizational Choices: Medical Staff			<b>Sub-Folder</b> (If Applicable)	<b>Physician Practices</b>		
<b>Original Effective Date</b>	10/13/2015	<b>Scope</b>	What departments does this policy apply to? State "All" as is may apply to the entire organization. Non-hospital departments/locations				
<b>Approved</b> (Approver/Date)	MDRC 5/17/18 MEC 5/22/18 Hospital Board of Directors 5/31/18						
<b>Last Reviewed/ Revised Date</b>	5/1/2018	<b>OSHA Category</b> (If Applicable)	Choose an item.	<b>Standard</b> (If Applicable)	CMS 482.12(f)(3)	<b>Number of pages</b>	2

**PURPOSE:** *Why does this policy exist?*

To provide guidance for referral or transfer of patients when the emergency needs exceed the capabilities of off-campus departments/locations that are not dedicated emergency departments.

**SKILL LEVEL:** *Who is qualified to perform this procedure or affected?*

Licensed or certified personnel at off-campus locations

**GUIDELINES:** *What are some general statements regarding the use of the policy?*

In accordance with the State Operations Manual, Appendix A, §482.12(f)(3), if emergency services are provided at the hospital but are not provided at one or more off-campus departments of the hospital, the governing body must assure that the medical staff has written policies and procedures in effect with respect to the off-campus department(s) for appraisal of emergencies and referral when appropriate.

When the emergency needs exceed the capabilities of the off-campus departments/locations that are not dedicated emergency departments, referral or transfer will be initiated.

**PROCEDURE:** *Include: Definitions, Equipment, Process, and Documentation*

Off campus department(s) will provide appraisal, initial interventions and referral of a patient who experiences an emergency. (Recognizing some off-campus departments or locations may have limited emergency capabilities, calling 9-1-1 to respond to an emergency may be appropriate, but is not a substitute for conducting an assessment of the patient or providing initial interventions.)

- A. Clinical personnel who are qualified, through a combination of education, licensure and training to conduct an assessment that enables them to recognize the fact that a person has a need for emergency care, are available during all hours of operation at the off-campus department/location.

- B. Initial treatment and stabilization will be provided consistent with the complexity of services, the type and qualifications of clinical staff, and the resources available at the off campus location.
- C. Staff members at such locations recognize when a person requires a referral or transfer, and assure appropriate handling of the transfer. Staff arrange for transport of the patient and the patient's medical information so the receiving hospital may treat the medical emergency efficiently.

**REFERENCES:** *What resources are used to support the policy and procedure?*

TJC MS.03.01.01 EP 13

CMS Conditions of Participation A-0094 482.12 (f) (3)

[https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap\\_a\\_hospitals.pdf](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_a_hospitals.pdf)

retrieved on 4/30/2018

**Attachments:** (Label as Appendix A, B, C, etc.)

None