

SOP Template: Patient Transport Decision and Hospital Notification

This SOP details the **patient transport decision and hospital notification** process, including criteria for determining the need for patient transport, communication protocols with hospital personnel, documentation requirements, coordination with emergency medical services, and timely notification procedures to ensure seamless patient care continuity and hospital preparedness upon arrival.

1. Purpose

To define clear procedures for making patient transport decisions and notifying hospitals, ensuring patient care continuity and preparedness upon patient arrival.

2. Scope

This SOP applies to all healthcare providers, pre-hospital and emergency medical services personnel involved in the care and transfer of patients requiring transportation to another healthcare facility.

3. Criteria for Patient Transport Decision

1. Assess patient's medical condition and stability.
2. Determine necessity for higher level of care or specialized services.
3. Evaluate capacity of current facility to manage patient needs.
4. Consider patient consent and legal requirements.
5. Consult with medical control or supervising physician as needed.

4. Communication Protocols with Hospital Personnel

1. Identify receiving hospital and appropriate contact (e.g., Emergency Department charge nurse or physician).
2. Provide a concise patient handoff using a standardized communication format (**S-BAR**: Situation, Background, Assessment, Recommendation).
3. Confirm acceptance of patient by receiving facility.
4. Document time and person notified.

5. Documentation Requirements

1. Complete patient transfer/transport form, including:
 - Patient identifiers
 - Clinical summary and reason for transfer
 - Vital signs and interventions performed
 - Name and role of personnel involved
 - Transport mode and EMS provider details
 - Time of notification and acceptance by receiving facility
2. Attach relevant patient records/labs/imaging as appropriate.
3. Ensure documentation is transmitted with the patient and retained per policy.

6. Coordination with Emergency Medical Services (EMS)

1. Request appropriate EMS level (BLS/ALS/Critical Care) based on patient need.
2. Communicate clinical status, interventions, and potential risks to EMS crew.
3. Assist EMS in safe patient movement and transfer of care.
4. Confirm EMS has all necessary documentation and contact details for both sending and receiving teams.

7. Timely Hospital Notification Procedures

1. Notify receiving facility as soon as transport decision is made.
2. Include estimated time of arrival (ETA), clinical status updates, and any anticipated needs.
3. Update hospital of significant changes during transport, if applicable.
4. Document all communications and times in patient record.

8. Roles & Responsibilities

Role	Responsibility
Primary Healthcare Provider	Determine need for transport, initiate contact with receiving facility, ensure transfer documentation.
EMS Personnel	Safely transport patient, receive and convey transfer information, update clinical status en route.
Receiving Hospital Contact	Confirm acceptance, prepare appropriate resources and team for arrival.

9. References

- Hospital Transfer and Transport Policy
- State EMS Regulations
- Joint Commission Standards on Patient Handoffs

10. Review & Revision

This SOP will be reviewed annually or as required by regulatory or process changes.