

**Alternate Care Site
Patient Movement Plan**

SECTION 6: PT MOVEMENT

A. Purpose

1. The purpose of this plan is to ensure orderly and timely movement of patients between licensed medical facilities and Alternate Care Sites.
2. The following related policies will be the basis for conducting patient movement between facilities during a local state of emergency.
3. This plan is intended to augment, and not replace, the OES Region IV MCI Plan for Patient Movement.

B. Policy

1. Transferring Patients to an Alternate Care Site

a. Care Level

Patients identified for transfer to an ACS shall be within the appropriate care level of the ACS (i.e. palliative/supportive care vs. acute care).

b. Patient Identification

- i. All patients approved for transfer to the ACS shall have a county-approved Triage Tag containing a unique identification number and barcode containing the county's 2-digit prefix (i.e. Placer County prefix "31" + tag number).
- ii. The patient Triage Tag ID number shall be transcribed to the patient's medical record for tracking purposes.

c. Patient Transportation Unit Leader

A transferring facility shall appoint a Patient Transportation Unit Leader to coordinate the transfer of patients to an ACS.

d. Transportation Resources

All requests for medical transportation resources shall be directed to the MHOAC during a declared local emergency.

e. Transportation Worksheet

- i. All patients identified for transfer to an ACS shall be documented by the Patient Transportation Unit Leader on the Patient Transportation Worksheet.
- ii. All completed Patient Transportation Worksheets shall be faxed to the MHOAC upon request.

f. ACS Transfer Summary

- i. The Patient Transportation Unit Leader shall ensure that a Transfer Summary is completed for each patient requiring transport to an ACS.

C. Procedure

1. Patient Movement

- a. Once a facility has identified patients for transfer to an ACS, the transferring facility shall:
 - i. Contact the ACS Medical Care Branch Director to accept the transfer.
 - ii. Ensure a county-approved Triage Tag I.D. is assigned to the patient.
 - iii. Complete an ACS Transfer Summary Worksheet for each patient.
 - iv. Appoint a Patient Transportation Unit Leader to coordinate the patient transportation.

- b. The Patient Transportation Unit Leader shall notify the ACS Medical Care Branch Director when the patient is enroute, and report Patient Name, Transport Unit #, and ETA.

- c. Upon arrival at the ACS, the Medical Care Branch Director, or designee, shall complete the Receiving Facility portion of the ACS Transfer Summary and ensure the patient information is properly documented on the Disaster Victim / Patient Tracking Log.

D. Attachments:

- 1. Patient Transportation Worksheet Page 4
- 2. HICS Form 254 Disaster Victim / Patient Tracking Log..... Appendix C

