

ED Patient Transfer Documents

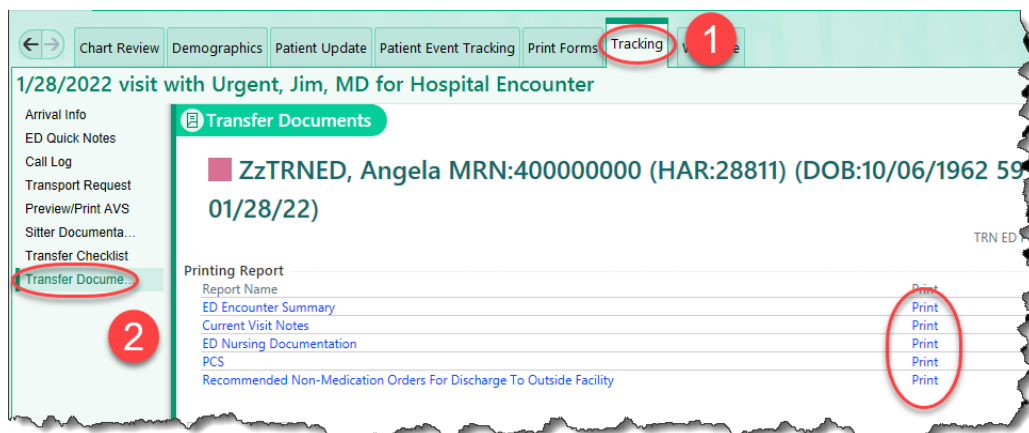


Audience: ED unit clerk

Patient Transfer Documents

1. Patient **Transfer Documents** are located on the **Tracking** activity tab.
2. Once all documents are completed, open the **Transfer Documents** area to print.

NOTE: The **MOT** is on paper only. The **PCS** document must be completed by a **Nurse** or **Physician**.



PCPS002 states that:

“A copy of the MOT will accompany the individual being transferred. A copy of the MOT will be retained by both the transferring and receiving hospitals for five years from the date of Transfer and filed separately from the medical record and in a manner that will facilitate inspection by the Department of State Health Services.

No MOT is required for Patient transports between the HM Off-Campus ED and the main provider location of HM in the Texas Medical Center.” <https://houstonmethodist.policytech.com/dotNet/documents/?docid=50763> (Last accessed January 21, 2022).

When executing a MOT:

- (1) The original MOT should accompany the patient, along with relevant documentation
- (2) A copy of the MOT must be maintained in a paper logbook for five years. A paper copy should be sent to the Transfer Center.
- (3) Each ED and ECC may keep an additional copy in their own logbook
- (4) MOTs may be scanned into the medical record/ EPIC; however, this does not satisfy the requirements of maintaining a paper record of the MOTs. Should a surveyor ask to see a record of the MOTs, there should be a logbook of the MOTs that can be provided. If the MOTs were stored only in EPIC, HM would not know what records would need to be accessed to satisfy a surveyor’s request to see the MOTs for a specific time period.