

## **530 MEMBER TRANSFERS BETWEEN FACILITIES**

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EFFECTIVE DATE: May 13, 2016

REFERENCES: A.R.S. § 36-2909(B), 42 CFR 422.113, 42 CFR 438.114

### **PURPOSE**

This policy establishes requirements applicable to the Division of Developmental Disabilities (Division) when a Member transitions between facilities.

### **DEFINITIONS**

1. "Emergency" means a serious and unexpected situation requiring immediate action to avoid harm to health, life, property, or environment.
2. "Member" means the same as "Client" as defined in A.R.S. § 36-551.
3. "Primary Hospital" means hospitals that are licensed institutions with at least six beds whose primary function is to provide diagnostic and therapeutic patient services for medical conditions

by an organized physician staff and have continuous nursing services under the supervision of registered nurses.

4. "Secondary Hospital" means hospitals capable of providing the majority of hospital based services, both general medical and surgical, often Obstetrician (OB) and other services, but limited with regards to specialist access.
5. "Tertiary Hospital" means hospitals with access to a broad range of specialists and equipment necessary and usually receiving their patients from a large catchment area and referral base.

## **POLICY**

### **A. TRANSFER BETWEEN FACILITIES**

1. The Division shall require the following criteria are met when a transfer is initiated by the Administrative Services Subcontractors (AdSS) between inpatient hospital facilities following an Emergency hospitalization:
  - a. The attending Emergency physician, or the attending provider treating the Member, determines that the Member

- is stabilized for transfer and will remain stable for the period of time required for the distance to be traveled;
  - b. The receiving physician agrees to the Member transfer;
  - c. Transportation orders are prepared specifying:
    - i. The type of transport,
    - ii. Training level of the transport crew, and
    - iii. Level of life support.
  - d. A transfer summary accompanies the Member.
2. The Division shall require compliance with Medicaid Managed Care guidelines regarding the coordination of Post Stabilization Care as specified in 42 CFR 438.114 and 42 CFR 422.113.
3. The Division shall require the following criteria are met when a Member transitions to a lower level of care facility:
- a. The Member's condition does not require the full capabilities of the transferring facility; or
  - b. The Member's condition has stabilized or reached a plateau and will not benefit further from intensive intervention in the transferring facility; and
  - c. The receiving physician agrees to a Member transfer;

- d. Transportation orders are prepared specifying the:
    - i. Type of transport,
    - ii. Training level of the transport crew, and
    - iii. Level of life support.
  - e. A transfer summary accompanies the Member.
4. The Division shall require the following criteria are met when a Member transfers to a higher level of care facility:
- a. The transferring hospital cannot provide the level of care needed to manage the Member beyond stabilization required to transport, or cannot provide the required diagnostic evaluation and consultation services needed;
  - b. The receiving physician agrees to the Member transfer;
  - c. Transport orders are prepared which specify:
    - i. The type of transport,
    - ii. Training level of the transport crew, and
    - iii. Level of life support. of transport.
  - d. A transfer summary accompanies the Member.
5. The Division shall require when the transfer is initiated by the AdSS, the attending Emergency physician or the attending

provider treating the Member and the AdSS Medical Director or designee are responsible for determining whether a particular case meets criteria established in this policy.

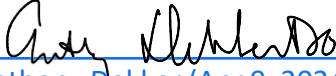
**B. AdSS OVERSIGHT AND MONITORING**

The Division shall refer to Division Operations 438 for monitoring and oversight responsibilities of the AdSS.

### **SUPPLEMENTAL INFORMATION**

Transfer to a lower level of care facility (e.g., Tertiary to Secondary or primary, or Secondary to Primary Hospital, or transfer to a skilled nursing facility).

Transfers to a higher level of care facility (e.g., Primary to Secondary or Tertiary, or Secondary to Tertiary Hospital).

Signature of Chief Medical Officer:   
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