

PHYSICIAN RESPONSIBILITIES – Client Evacuation

- ◆ Physicians accepting clients transferred from another site are responsible for care.
- ◆ Physicians transferring and accepting clients are responsible for communication and documentation of care.

PCH clients or clients awaiting placement in hospital transferred to an acute/transitional site outside of Southern Health-Santé Sud:

- ◆ Physicians shall complete ORG.1410.PL.302.FORM.02 Transfer Summary for Evacuation Form or an alternate document with all of the required information for clinical handover.

Acute/Transitional Care client transferred to an acute care site (in or outside of Southern Health-Santé Sud):

- ◆ Physician to Physician communication is advised. Usual procedures are required.

PCH clients or clients awaiting placement in hospital transferred to an acute/transitional site within Southern Health-Santé Sud:

- ◆ A new health record will be created in the receiving facility.
- ◆ Physician admission history and physical is NOT required.
- ◆ The physician from the evacuating facility may complete ORG.1410.PL.302.FORM.02 Transfer Summary for Evacuation Form as a communication tool to the receiving physician.
- ◆ Physician orders can be photocopied from the evacuating facility health record for use in the receiving facility record; the physician at the receiving facility does not have to sign off if comfortable with previous orders.
- ◆ New medication orders must be documented and signed off by the physician responsible at the receiving facility.
- ◆ A progress note sometime during admission is needed if the physician reviewed the health record or if the condition changed and/or the client required a change in treatment.
- ◆ The physician is to complete the Face Sheet unless client becomes medically unstable and requires acute services, in which case physician would also complete a Discharge Summary or Transfer Note when the client is returned to the evacuating facility.

PCH clients or clients awaiting placement in hospital transferred to a PCH site within Southern Health-Santé Sud:

- ◆ The existing health record will accompany the client. Documentation can continue in this record.
- ◆ The physician from the evacuating facility may complete ORG.1410.PL.302.FORM.02 Transfer Summary for Evacuation Form as a communication tool to the receiving physician.
- ◆ New medication orders must be documented and signed off by the physician responsible at the receiving facility.
- ◆ A progress note sometime during admission is needed if the physician reviewed the health record or if the condition changed and/or the client required a change in treatment.
- ◆ Physicians shall complete ORG.1410.PL.302.FORM.02 Transfer Summary for Evacuation Form when the client returns to the evacuating facility.