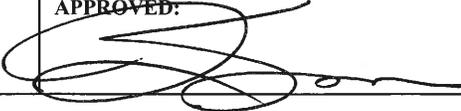


	<b>Cooper Green Mercy Health Services</b>		<b>POLICIES &amp; PROCEDURES: ADMINISTRATIVE</b>	
	<b>APPROVED:</b> 		<b>ISSUED:</b> 11/15	<b>PAGE:</b> Page 1 of 2
<b>SUBJECT:</b> Transferring and Transporting Patients			<b>REVISED:</b>	<b>REVIEWED:</b>

Cooper Green *Mercy* Health Services is committed to reducing and controlling risks, preventing accidents and injuries, and maintaining safe conditions for patients, staff and visitors.

## POLICY

As an outpatient facility, it is expected that patients coming in and out of CGMHS are able to enter and leave the facility independently or with assistance from family or friends. CGMHS staff can offer minimal assistance, such as offering wheelchairs and other mobile assistance devices, and light physical guidance, but should refrain from lifting patients from private motor vehicles to assistive mobility devices and vice versa, especially with patients that are unable to bear weight or assist in the transfer. Once a patient is inside GCMHS facilities, if they are incapable of independent transport or do not have someone to assist them, the charge nurse on call should be notified that transport assistance is needed. The charge nurse will then arrange such transport. CGMHS staff will assume responsibility of transporting and transferring a patient to and from assistive devices during a patient's registered visit. When transferring a patient is necessary, only staff trained in lifting or transferring patients should offer assistance.

## DEFINITIONS

**Assistive Mobility Device** – A device, such as a wheelchair or walker that a person must use to be transported from one point to another.

**Minimal Assistance** – To assist a patient who can bear most of his/her weight, but might need some help in a transfer, such as holding onto an arm or hand to allow the patient to bear some weight or to provide balance during the transfer.

**Significant Assistance** – Assisting by lifting or moving a patient who is unable to assist independently and who can bear no or only minimal weight to stand.

**Transfer** – To physically move from one vehicle or object to another, such as from an automobile to a wheelchair or from a wheelchair to an exam table.

**Transport** – To move a patient using an assistive mobility device, such as a wheel chair or stretcher.

	<b>Cooper Green Mercy Health Services</b>		<b>POLICIES &amp; PROCEDURES: ADMINISTRATIVE</b>	
	<b>APPROVED:</b> 	<b>ISSUED:</b> 11/15		<b>PAGE:</b> Page 2 of 2
<b>SUBJECT:</b> Transferring and Transporting Patients		<b>REVISED:</b>	<b>REVIEWED:</b>	

**PROCEDURE**

1. Should a patient need significant assistance to transfer from a private vehicle to a private or CGMHS owned assistive mobility device, the patient should be informed that it is the policy of CGMHS to offer minimum assistance, but that lifting and transferring unregistered patients outside the facility is not a part of the services provided and that the patient should arrange for his/her own assistance through family or friends. If family or friends are not available, the patient should be informed that 911 offers this service, but the patient must call directly. CGMHS staff cannot call for them.
2. Staff should use their discretion as to whether they should offer minimal assistance to a patient transferring outside the facility.
3. Once a patient has been transferred to an assistive mobility device, but is still in need of assistance, an employee should be notified (by family, friend or self) that assistance is needed.
4. The employee will contact the charge nurse on call at 205.266.6880 (mobile number) and report the need for a transport.
5. The charge nurse on call will contact the appropriate staff and send a person to assist in the transport. It is recommended that the charge nurse on call confirm each day which areas may have staff available for transport.
6. When a patient has completed his/her visits for the day, the last department the patient visits should transport the patient to an exit; however, if no one is available in that department, the charge nurse should be contacted as before.
7. All clinic areas are responsible for transporting or transferring patients that are registered in their area, if required.

If the patient has any concerns regarding this policy they should be directed to Administration or Security.