



**PRAIRIE NORTH REGIONAL  
HEALTH AUTHORITY**

**POLICIES & PROCEDURES**

**Number: 15005(P)**  
**Category: Continuing Care**  
**Title: Inter-facility Transfer of the Resident  
Chart Procedure**

**Approved by: VP Integrated Health Services**

*JA Jiricka*

**Source: Dir. Continuing Care Services**  
**Date Effective: May 1, 2010**

<b>Review Date:</b>					
<b>Initial:</b>					

**PROCEDURE**

1. A resident who is to be transferred from one long term care facility to another long term care facility within Prairie North Regional Health Authority will be accompanied by their complete health record.
2. A complete health record will include all portions of the present chart plus any of the chart that has been thinned out and placed in safekeeping.
3. The RN/RPN/LPN will document on the nursing progress note the time and date that transfer occurred, name of the receiving facility and person who accompanied the file.
4. The RN/RPN will ensure that all thinned portions of the chart will be assembled into the main chart.
5. The RN/RPN/LPN will take a photocopy of the chart page that includes the demographic information consisting of resident's name, date of birth, date of admission, next of kin, date of discharge, facility that resident was transferred to, name of person who accompanied the file to sending facility and any other information that is relevant to that resident. If the chart page does not include the above information such information will be added to the photocopied chart page or a Transferred Resident Demographic form will be completed.
6. The complete chart will be placed in an envelope and will be sealed.
7. The RN/RPN/LPN responsible for the transfer will affix their signature across the seal of the envelope.
8. The RN/RPN/LPN will notify the receiving facility RN/RPN/LPN, who is in charge of the facility and/or nursing unit, the name of the person designated in charge of the chart during the transfer.

9. The sealed envelope will then be given to the person and/or ambulance staff who is accompanying the resident on the transfer.
10. Upon arrival the person designated in charge of the chart will provide the chart to the RN/RPN/LPN who will be admitting the resident at the receiving facility.
11. The sending facility will place the copy of the demographic information in a file.
12. This file containing demographic information must be kept by the sending facility for ten (10) years for an adult and for a resident under the age of eighteen (18) years, the record must be retained until that resident reaches twenty (20) years or for ten (10) years after date of discharge whichever is greater.
13. The receiving facility RN/RPN/LPN will continue to use the transfer nursing chart but must note in the nursing notes the date and time of admission and their initial assessment information.

Appendix A – attached