

**Reference Number:** FOI/LHCH/2016084  
**From:** Private Individual  
**Date:** 29 March 2016  
**Subject:** Transfer forms

- Q1 Does your hospital internally use 'ward-to-ward' and/or 'emergency / critical departments-to-ward' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.
- Q2 Does your hospital externally use 'ward/emergency / critical departments-to-other Trusts/nursing home/residential home' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.
- Q3 Please tell me who completes, authorises and signs the empty fields on the ready-made forms in questions 1. and 2. above?
- Q4 If hospital consultant authorises but does not have to sign the ready-made forms in questions 1. and 2. above, where is their authorisation record kept?
- Q5 What happens if there is no hospital consultant there in ward/departments to sign the ready-made forms in questions 1. and 2. above?
- Q6 What about 'ward/department-to-isolated room' in the ward/department transfers - is there a ready-made form form? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms. Please tell me who completes, authorises and signs the empty fields on this ready-made form? If hospital consultant authorises but does not have to sign the ready-made form, where is their authorisation record kept? What happens if there is no hospital consultant there to sign the ready-made form?
- Q1-6 In response to your request for information, the [Trust Patient Transfer Policy](#) details the processes and forms used to manage the processes outlined in questions 1 to 6. All transfers and acceptance of care are documented within each individual Electronic Patient Record.

See attached document 'Patient Transfer v4.0'