



Clinique de Sante Communautaire de l'Eglise Chretienne

PATIENT CARE HOSPITAL TRANSFER PROTOCOLS

If a patient needs care beyond what can be adequately provided in the clinic, there are several area hospitals that we can send them to. The list of hospitals – what they offer and the contact person for that facility – is located in the pharmacy. Transfer forms and H&P forms are in each exam room resource book.

Please take the following steps prior to sending the patient to the hospital.

- Ask the lead translator to notify the MICECC staff that you have a patient you feel needs more care than your team can provide. The MICECC physicians will provide guidance as to whether the patient needs to be transferred or can be managed in the clinic (often we are better equipped than the local hospitals).
- If the patient needs to be transferred, the MICECC staff will advise as to the most appropriate hospital and often can contact the hospital to notify them of the patient's need and determine if the hospital is open and staffed. ** If the MICECC staff is not available the lead translator should contact the hospitals to determine which facility is available.*

Note: First choice is always the closest community hospital, but if unsuccessful in locating a suitable facility after several phone calls, please send the patient to King's Hospital. King's is a private hospital and cost is much greater to the patient for every aspect of treatment, so this should never be the first choice.

- Have your translator complete the transfer form in Creole (with your guidance)
 - Provide a brief H&P, and pertinent clinic notes including physical findings and any testing results or procedures performed in the Cité Soleil clinic.
- Please provide \$20 USD consultant fee per patient, this covers the initial exam and limited treatment – sending IV set-ups/fluids or other appropriate supplies to further reduce the cost to patients would be much appreciated.
- Send a translator (with a phone) with the patient to the hospital. If there is a problem getting the patient admitted – they should call the Cité Soleil clinic for further instructions. In rare instances, a patient may be referred to a local hospital and escorted by a family member if the problem is not considered urgent or an emergency situation. A team member may accompany the patient at the team leader's discretion but recognize that U.S health care personnel are rarely consulted.
- Record the name of the patient, contact information and a brief history to give to the MICECC staff so that they can provide appropriate follow-up care.