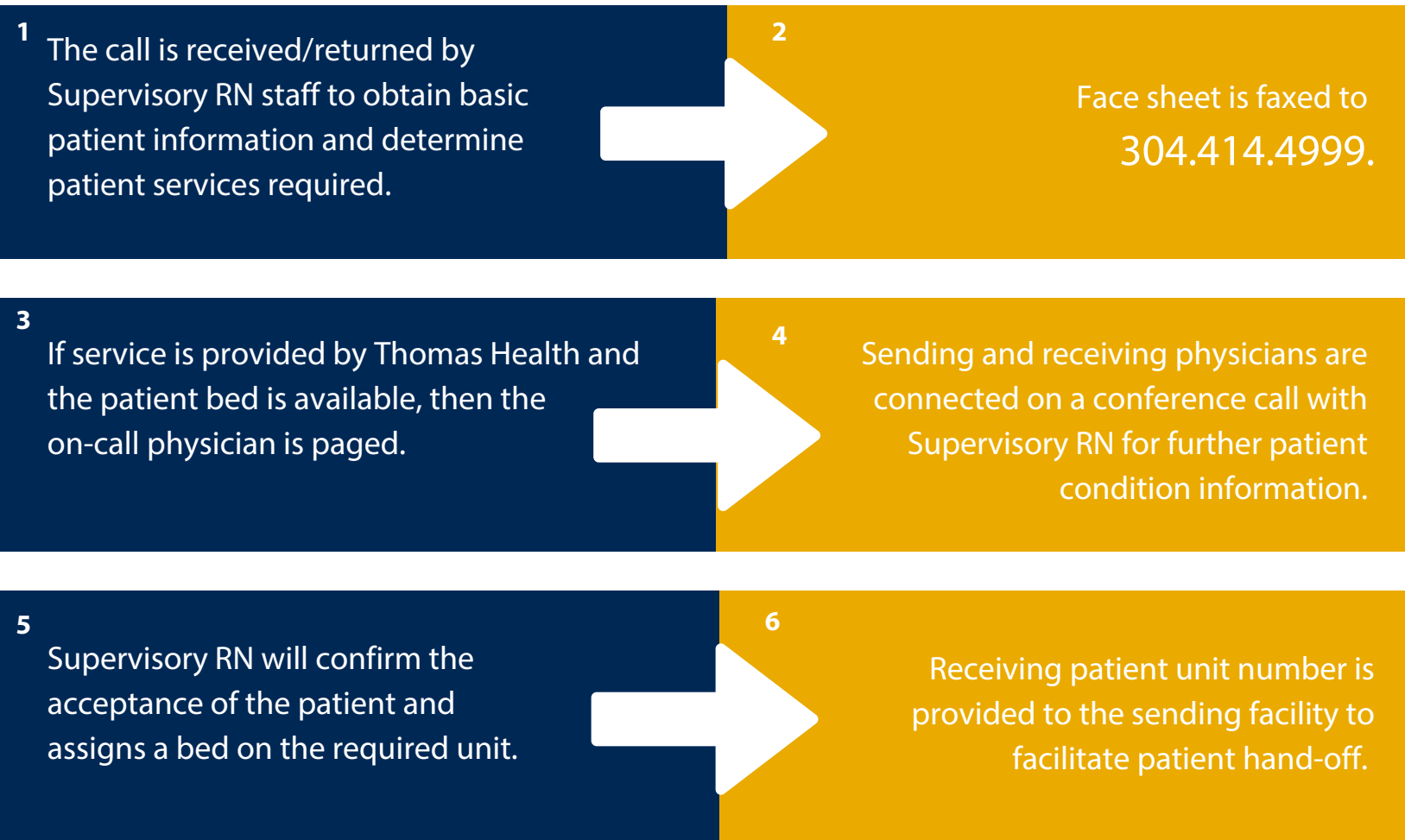


# TRANSFER CENTER PROCESS

## Outlying Facilities

Call is placed to Thomas Health Transfer Center's number,  
304.766.4358



Our goal is to answer each call as received; however, please leave a message with your facility name and number if there is no answer. We will return your call promptly.

# TRANSFER CENTER PROCESS

Direct Admission requiring Hospitalist coverage

Call is placed to Thomas Health Transfer Center's number,  
304.766.4358

1 The call is received/returned by Supervisory RN staff to obtain basic patient information and determine patient services required.



2 If service is provided by Thomas Health and the patient bed is available, then the on-call physician is paged.

3 Sending and receiving physicians are connected on a conference call with Supervisory RN for further patient condition information.



4 Supervisory RN will confirm the acceptance of the patient and assigns a bed.

5 Supervisory RN will obtain further patient information from the sending physician to facilitate the registration process and patient hand-off to the required unit.

Our goal is to answer each call as received; however, please leave a message with your facility name and number if there is no answer. We will return your call promptly.

# TRANSFER CENTER PROCESS

Direct admission with attending coverage

Call is placed to Thomas Health Transfer Center's number,  
304.766.4358

**1** The call is received/returned by Supervisory RN staff to obtain basic patient information and determine patient services required.



**2** If service is provided by Thomas Health and the patient bed is available, then the on-call physician is paged.

**3** Supervisory RN will obtain admission orders to include admission status, diagnostic tests, treatments, and medications required until attending physician's arrival.

Our goal is to answer each call as received; however, please leave a message with your facility name and number if there is no answer. We will return your call promptly.

**THOMAS HEALTH**

AN AFFILIATE OF  
 **WVU**Medicine