

## Transfer-to-Hospital Envelope with Template

### Aged Care Home Transfer-to-Hospital Envelope

This envelope contains **CONFIDENTIAL** medical information which should remain with the **PATIENT RECORD**.

Resident / Patient's Name: .....

Name of Aged Care Home: .....

Contact telephone number: In-hours: .....

After-hours: .....

There is a range of residential settings with different levels of care available.

This Aged Care Home is:

- High Care** 'Nursing Home' - Registered Nurse / Registered Nurse Division 1 usually present.
- Low Care** Hostel, but may have 'Ageing in Place'- residents may have complex medical &/or personal care needs (i.e. high care). Usually staffed by Enrolled Nurse / Registered Nurse Division 2 &/or non-nursing care staff e.g. PCA/PCW/AIN. Generally medications are administered from a Dose Administration Aid.
- Other** .....

\* Advance care plan / End-of-life wishes enclosed >

YES

NO

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### Checklist for Transfer-to-Hospital Clinical Handover

Tick boxes to indicate

- Hospital notified by telephone

Information included in envelope >

- Advance care plan / End-of-life wishes
- Transfer Form (include as a minimum)
- Resident details: Name, DOB, religion, language spoken & need for interpreter
  - Contact details of Aged Care Home including telephone number (in- & after-hours) & address
  - Pension number
  - Health insurance status: (i.e. Medicare only / DVA / privately insured) & include details
  - Name of usual GP & contact details
  - Name of usual Pharmacist & contact details
  - Name of next-of-kin &/or Medical Enduring Power of Attorney or equivalent & contact details
  - Next-of-kin notified of transfer
  - Reason for transfer including events leading up to transfer
  - Relevant medical history
  - Any known allergies
  - Pre-morbid / usual condition & functioning: cognition, mobility, continence, behaviours, diet
- Letter from GP, locum or Aged Care Home detailing reason for transfer
- Copy of most recent Comprehensive Medical Assessment (CMA)
- Copy of results of recent investigations (blood tests / x-ray / other pathology)
- Copy of current drug chart / list of current medications & time of last administration
- Copy of current observation, blood sugar level & bowel charts (if applicable)

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