

## Tool 30: Resident Transfer Form: Care Community to Emergency Department (CommuniCARE)

The Resident Transfer Form is to be used by RN/RPN/LPN to provide information about a resident being transferred from Long Term Care to the emergency room (ER). It includes essential information about a resident's condition to ensure that care requirements are safely met. As part of the **CommuniCARE process**, there is **regular communication between the Care Community and the hospital** emergency or inpatient areas.

**The Transfer Form MUST indicate if there is an OUTBREAK of any kind in your Care Community**

### General Considerations

- An RN/RPN/LPN to complete the Resident Transfer Form and send with **each** resident being transferred to an ER
- After the form is completed, take a photocopy for the resident's record, and send the original with the resident to the receiving hospital site.
- The **ER Form** (both the original and copy) is a permanent part of the Health Record

**FH Users** may access the transfer form using this link on the Intranet:

<https://pulse/clinical/dst/Pages/dst.aspx?dstID=5894>

**External Users (affiliated sites)** may access the transfer form through the password protected Extranet using this link: [NUXX105077B\\_ResidentCareFacilit \(fraserhealth.ca\)](#)