

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 1: Administration

POLICY: 1.007

SUBJECT: Patient Transfers From Oregon State Hospital

APPROVED: ROY J. ORR
SUPERINTENDENT



DATE: June 19, 2008

I. POLICY

- A. The basis for transfer to Blue Mountain Recovery Center (BMRC) Training Centers, or other Department of Human Services (DHS) approved treatment centers can be:
1. County of residence;
 2. Clinical needs of patient;
 3. System-wide capacity issues.
- B. Notification: The patient and, if appropriate, the patient's family, must be informed of the request for transfer and the reasons for the transfer request by an Oregon State Hospital Treatment Team member. The liaison from the county of responsibility mental health program must be consulted about the transfer.
- C. Voluntary patients and patients on a "guardianship voluntary" will be discharged from Oregon State Hospital (OSH) and the patient or guardian will need to sign a voluntary admission form from the receiving facility in advance of the transfer.
- D. For patients under the Psychiatric Security Review Board (PSRB), the PSRB must be informed of the intent to transfer and notified when the transfer has taken place. (See Administrative Rule 309-31-010.) All forensic patients, regardless of legal status, must be approved for transfer by the Forensic Risk Review Panel.
- E. If the patient is in disagreement with the request, or the approval or rejection of the request, he or she may file an Emergency Grievance. See Resolution of Disputes (A.1 on page 2 of this Policy and Procedure).

II. PROCEDURES

- A. The transfer request may be initiated via telephone by an Interdisciplinary Treatment Team (IDT) member by calling the potential receiving facility. Verbal approval may precede the transfer request form; however, the patient shall not be transferred before the Oregon State Hospital Superintendent or designee signs Part I of the transfer request form.
- B. The patient and, if appropriate, the patient's family, must be informed of the request to transfer and the reasons for transfer by an Oregon State Hospital Treatment Team member. The patient shall be notified of their right to file an Emergency Grievance.
- C. The transfer request form, with Parts I and II completed, shall be submitted to the OSH Superintendent for approval.
- D. Consultation with the responsible county mental health program must be documented on the transfer form (Part II).
- E. The receiving facility will complete Part III and return the original transfer form to OSH Medical Record Services. The patient may be transferred before this form returns to Oregon State Hospital based on verbal acknowledgement from the receiving Administrator or designee.
- F. The IDT contact person will send a copy of the completed transfer form to the responsible community mental health program.
- G. If a patient files a grievance, it shall be treated as an emergency grievance. The grievance shall be resolved prior to transfer.

III. RESOLUTION OF DISPUTES

- A. Transfers from OSH (refer to OAR 309-31-010(5))
 - 1. Patient Appeals

If a patient disagrees with the request to transfer, the patient may file an emergency grievance. (See Policy and Procedure 7.006, Patients Rights, Subject: Patient Grievances, Section 6).

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2. Hospital Appeal Process

The Superintendent may ask the Mental Health and Addiction Services Division Administrator to convene a meeting to review the case for a final decision when the receiving hospital or treatment center disagree.

IV. REFERENCES

ORS 179.473 and ORS 426.060.

OAR 309-33-100 and OAR 309-31-010.

OAR 309-42-000 (Admission and Release of Residents).

Oregon State Hospital Policy and Procedure 7.006, Patient Grievances.

Joint Commission Comprehensive Accreditation Manual for Hospitals, PC.15.10 through PC.15.30

Licensure and Certification Standards, 333-510-0070

Replaces Oregon State Hospital Policy and Procedure 1.007, *Patient Transfers from Oregon State Hospital*, dated 12/19/2006