

## HIM.1.3 Transfer Components Directly to another Hospital

Procedure Area: Hospital Inventory Management Procedures (HIM)

Modified: Jan 2014

### Purpose

To report a hospital to hospital transfer.

### Scope

Customers

### Materials

- ✓ [Hospital to Hospital Transfer Notice](#) form

### Procedure Notes

- **Components shipped from one hospital to another hospital without official blood center transport are not eligible for return or credit.**
- Hospitals must report any hospital to hospital transfers, so that billing for the components is handled appropriately at the time of receipt.

### Procedure Steps

This procedure is divided into the following sections:

- Initiate a hospital to hospital transfer (see [1.3.1, Initiate a Hospital to Hospital Transfer](#))
- Receive a hospital to hospital transfer (see [1.3.2, Receive a Hospital to Hospital Transfer](#))

#### **1.3.1, Initiate a Hospital to Hospital Transfer**

Perform the following to initiate a hospital to hospital transfer:

1. Complete the Transfer Details section of the *Hospital to Hospital Transfer Notice* form. Include the transfer date and the **signature** of the person authorizing the component transfer. Obtain the product code(s) to record on the form from the product label(s).
2. Make a copy of the *Hospital to Hospital Transfer Notice* form.
3. Transfer the component(s) to the receiving hospital with the *Hospital to Hospital Transfer Notice* form. Retain a copy of the form for your records. Note that a credit will be issued for the transferred component(s).

#### **1.3.2, Receive a Hospital to Hospital Transfer**

Perform the following to receive a hospital to hospital transfer:

1. Receive the component(s) from the transferring hospital and the *Hospital to Hospital Transfer Notice* form.
2. Complete the Receipt Details section of the *Hospital to Hospital Transfer Notice* form. Include the **Receipt Date** and the **signature** of the person authorizing the component receipt. Note that signing the form constitutes an agreement to pay the cost of the transferred components.
3. On the day you receive the transferred component(s), fax the *Hospital to Hospital Transfer Notice* form to the region that serves your facility. Call to confirm the form was received. Note that a charge will be issued for the received component(s).