EMTALA – **Emergency Medical Treatment** transfer documentation and report. Use the 3 EMTALA forms listed below to document and process a report for the transfer.

There are 3 Avatar forms and a report required for all EMTALA transfers:

A. EMTALA Transfer
B. EMTALA Transfer Accompanying Documentation
C. EMTALA Transfer Patient Acknowledgement
D. EMTALA Transfer Report

For easy access, add these forms/report to the Forms & Data Widget (see tip at the end of this tip sheet).

From the Home View, select the client:

1. Click on the EMTALA form link.
2. Select the appropriate episode of care and click OK.

A. **EMTALA Transfer**- completed by the attending provider* (see note below for exceptions). The Transfer form opens in draft status. All red, required fields must be completed before finalizing the form.

Important points to remember:

1. **Transfer Date**- the transfer date needs to be the same on all 3 forms.
2. **Episode Diagnosis**- if the transfer is based on the primary episode Dx, select Yes. If not, select No and enter the diagnosis for which the client is being transferred.
3. For reference, the primary episode diagnosis is listed in the client banner.
4. **EMC for Transfer**- note the information in bold if choosing option #1, No Emergency Medical Condition.
Continue completing all red, required fields on the form. Keep in mind that the workflow hasn’t changed; the only change is documenting the transfer in Avatar, not on paper.

*Exceptions- the last section of the form is completed only when a nurse is completing the transfer by verbal order from the physician. Include the Transferring Physician Name, Date, and Time. Select Final when all required fields are complete and submit the form.

B. EMTALA Transfer Accompanying Documentation - completed by the nurse. Open the form as above selecting the appropriate episode of care. The form opens in draft status. All red, required fields must be completed before finalizing the form.

Important points to remember:

1. Transfer Date- the transfer date needs to be the same on all 3 forms.
2. Select Yes to verify and attest that the Transfer Report will be sent to the transfer accepting facility.
3. Select Yes to verify and attest that the medical record (i.e., face sheet, evaluations) will be sent to the transfer accepting facility.
4. A Vitals Entry Verification widget is included as a reminder to record transfer vitals. The widget indicates if the Vitals Entry form has been completed. It’s required that transfer vitals be taken and recorded within 15 minutes prior to transfer.
C. **EMTALA Transfer Patient Acknowledgement**- completed by the nurse. Open the form as above selecting the appropriate episode of care. The form opens in draft status. All red, required fields must be completed before finalizing the form.

Important points to remember:

1. **Transfer Date**- the transfer date needs to be the same on all 3 forms.

   ![Image of EMTALA Transfer Patient Acknowledgement]

D. **EMTALA Transfer Report**- completed and printed by the nurse. Open the form as above.

Important points to remember:

1. Select the appropriate episode.
2. Select the appropriate transfer date.
3. Click Process.
4. Review the Transfer Report carefully, making sure all fields are complete. Print the report.

   ![Image of EMTALA Transfer Report]
Tip- for easy access, add forms as favorites to the Forms & Data widget.

1. From the Home View, click edit in the Forms & Data widget.
2. Add a folder to group forms together; right-click anywhere in the white space and select Add Folder.
3. Enter a name for the folder and click OK.

The folder is added to the bottom of the list of forms. You can move the folder to the top of the list or anywhere in between by left-clicking the folder and dragging and dropping the folder. Note: move and save the new folder and re-enter ‘Edit My forms’ before adding forms to the folder.

With the folder selected (highlighted) add forms:

1. Enter the name or part of the name in the box.
2. Double-click on the appropriate form.
3. Click Add Form.

The form is added to the folder. Repeat steps above to add other forms to the folder. Click Save.

The new folder and forms are saved to the Forms and Data widget.