

INTERAGENCY PROCESS

(Information flow between Long-Term Care and Acute Care)

Action Required	Responsible Party	
FORM - A INTERAGENCY CLINICAL STATUS INFORMATION	Long Term Care Facility	Acute Care Facility
Long term care facility should complete when sending a resident to an Emergency Department or for direct/elective admission to hospital.	X	
Long term care facility should also send copies of the Face Sheet, Medication Administration Record and any other applicable information that would assist the ED/Admitting physician should also be sent.	X	
FORM - B INTERAGENCY NURSING COMMUNICATION RECORD		
Acute care facility should contact long term care requesting Interagency Nursing Communication record be faxed within 2 hours. Acute care facility should provide: <ul style="list-style-type: none"> ➤ patient's location on unit ➤ name of unit ➤ unit phone number and fax number 		X
Long term care facility should fax Interagency Nursing Communication Record (Form-B) to the Acute Care Facility within 2 hours.	X	
When a patient is discharged from an acute care facility, the acute care facility should fax the following: <ul style="list-style-type: none"> ➤ Interagency Nursing Communication Record (Form-B) ➤ Patient/Family Discharge/Transfer Instructions Continuation Sheet (if needed to list additional medications) ➤ Interagency Discharge Orders ➤ PASARR <p>Note: In addition to faxing, copies of the above records should be sent with the patient.</p>		X