

Transport Checklist for Referring Facilities



In order to expedite the transfer of any neonate or pediatric patient, please refer to the following checklist for the items the Kapi'olani Transport Team will need prior to the patient's transfer.

Please help us by collecting the items listed below to ensure a seamless process for the patient and staff for transport between your facility and Kapi'olani Medical Center for Women & Children.

PREPARING THE FAMILY FOR TRANSPORT

We request that you please provide the parent(s) or family of the child to be transported with our transport packet prior to our arrival. We also ask that you remind the parent(s) that we will make every effort to allow one medically stable parent to accompany their child during transport; all others will need to arrange their own transportation.

REQUIRED ITEMS FOR TRANSPORT

- Signed Consent for Transport Services form
- Signed EMTALA form
- Signed Terms and Conditions of Service form (1 copy)
- Face sheet with insurance information and parental information (4 copies)
- Please FAX a copy of the face sheet to Admissions and Receiving Unit:
 - Admissions (1 copy) – **808-983-6173**
 - PICU (1 copy) – **808-983-8018**
 - NICU (1 copy) – **808-983-6522**
- Air Ambulance paperwork (off-island transport only)
- Copy of patient's chart
- Nursing summary (including type and amount of fluids given, allergies, any exposures to communicable diseases, medication given with times and routes given)
- Physician's Admission note
- Results of all lab work
- Copy of the ambulance record (if applicable)
- Transfer summary
- Copy of X-rays and/or scans

For neonatal patients only, please also include:

- Copy of mother's chart (for neonatal transport only)
- Prenatal record
- Delivery record
- Nursery admission record
- One tube of cord blood (for neonatal transport only)
- Hawai'i Department of Health Newborn Screening form

CONTACT INFORMATION

If you have any questions, please feel free to contact the Transport Team at **808-983-6000**.

For questions regarding referrals, please contact the appropriate unit hotline:

NICU: 808-983-8393 PICU: 1-800-KAP-PICU (1-800-527-7428)

Thank you very much for your cooperation and assistance.

**HAWAI'I
PACIFIC
HEALTH**

**KAPI'OLANI
MEDICAL CENTER**
FOR WOMEN & CHILDREN



1319 Punahou Street | Honolulu, Hawai'i 96826
T 808.983.6000 | Kapiolani.org