

Dear Referring Facility,

In order to expedite the transfer of any neonate or pediatric patient, the Kapi'olani Transport Team has designated the following checklist for the items that we need prior to transfer. Please help us by collecting the items listed below to ensure a seamless transport between your facility and ours.

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 (2 copies)
- 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) – **808-983-8081**
 - NICU (1 copy) – **808-983-6522**
- Hawai'i 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)
 - Physicians Admission note
 - Results of all lab work
 - Copy of the ambulance record (if applicable)
 - Transfer summary
- Copy of x-rays and/or scans
- State department of Health Newborn Screening Form

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).

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,
The Kapi'olani Transport Team