

Ministry of Public Safety and Security

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File Reference/Référence

May 12, 2003

To: All Healthcare Facilities in the Province of Ontario

Re: **Updated Provincial Inter-Facility Patient Transfer Directive**

EFFECTIVE IMMEDIATELY

This Directive replaces the “Provincial Inter-Facility Patient Transfer Directive” dated April 7, 2003.

All healthcare facilities within the province of Ontario must comply with this directive when requesting the movement of any patient between healthcare facilities.

The revised “**Patient Transfer Authorization Form**” required for transfers has been consolidated to one (1) page for ease of use. Attached to this notice please find two pages of procedures and the one page form required to be faxed.

Also the reference to Toronto EMS CACC in the procedures and on the transfer form has been changed to the Provincial Transfer Authorization Centre (PTAC).

Please note that Infection Control Practitioner (ICP) notification is ***NOT required*** for emergency or non-emergency transfers to or from a Category 0 or 1 healthcare facility. However, ICP notification is still required for all SARS patients and transfers to or from a category 2 or 3 healthcare facility.

To arrange an Emergency transfer the sending healthcare facility must:

1. Call the Provincial Transfer Authorization Centre (PTAC) at (416) 638-7301.
2. Fax the completed one page form to PTAC at (416) 397-9061.

To arrange a NON-Emergency transfer the sending healthcare facility must:

1. Fax the completed one page form to PTAC at (416) 397-9061.

*Original signed by
Dr. J. Young*

Dr. Jim Young
Commissioner,
Public Safety and Security

*Original signed by
Dr. C. D’Cunha*

Dr. Colin D’Cunha
Commissioner of Public Health,
and Chief Medical Officer of Health