

# INTERFACILITY TRANSFER INSTRUCTIONS FOR COVID-19 PATIENTS

- Complete and submit the following forms to Los Angeles County Department of Health Services, Medical Alert Center (MAC)/Transfer Center via fax (562) 906-4300:
  - Patient Transfer Checklist (attached)
  - Patient face sheet
  - Transfer Consent
  - Release of Medical Information
  - History and physical examination (H&P)
  - Recent progress notes (up to 3 days)
  - Ventilator or oxygenation settings
  
- If pre-admission criteria are met, MAC/Transfer Center will coordinate peer discussion between sending and receiving physicians.
  
- MAC/Transfer Center will forward bed assignment, contact information for nursing report, and transportation instructions.
  
- Send a copy of the chart and pertinent imaging studies with the patient at the time of transfer.

**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
MEDICAL ALERT CENTER/TRANSFER CENTER  
PHONE (866) 940-4401**