

Jackson Hole Fire/EMS

Interfacility Transfer Crew Checklist

<150 miles one-way (e.g. Idaho Falls)

- Transfers of an acute nature may be requested at any time with short notice.
- For transfer requests after 21:00 hours, ensure all System Logistics below are addressed.
- Crews may charge a meal on the department credit card based on GSA travel reimbursement rates:
- Breakfast \$13, Lunch \$14, Dinner \$23, (Idaho Falls, ID) As of August 2021
(<http://www.gsa.gov/portal/category/26429>)
- Lodging will be covered in extenuating circumstances.

>150 miles one-way (e.g. SLC, Casper)

- Requests must be received no later than 11:00 am on the day of the transfer.
- Transportation must be initiated by 12:00 pm, except in rare cases requiring an emergent long distance transfer.
- Crews may charge meals and lodging on the department credit card based on GSA travel reimbursement rates:
- Breakfast \$13, Lunch \$15, Dinner \$23, Hotel \$128. (SLC, UT) As of August 2021
(<http://www.gsa.gov/portal/category/26429>)

System Logistics

- ☐ Are multiple ambulances out of service or engaged in calls for service?
- ☐ Will the transfer(s) significantly deplete emergency resources? If so, are there other appropriate IFT options (air ambulance, other ground agencies)?
- ☐ Is the transfer crew adequately rested?
- ☐ What is the appropriate medic unit based on the distance, weather, and equipment requirements?
- ☐ Questions or Concerns, engage the DO.

Patient Acuity	Crew configuration
Stable with no anticipated risk for deterioration	EMT
Stable with low risk of deterioration	AEMT, EMT-Intermediate
Stable with medium to high risk of deterioration or Unstable	Paramedic
Requiring a level of service beyond the scope of the Paramedic	Paramedic + Specialty Care Transport (RN, RT, NP, PA, MD)

Crew logistics

- ☐ Medical Necessity Form (PCS)
- ☐ Copy of the hospitals transport form
- ☐ Attach forms to PCR
- ☐ Confirm route(s)
- ☐ Road and weather check
- ☐ Extra cardiac monitor battery?
- ☐ Power for specialty equipment?
- ☐ Department credit card – detailed receipts, 18% gratuity allowed

Notes:

On return

- ☐ Restock / Clean unit
- ☐ Fuel
- ☐ Department credit card returned
- ☐ Itemized and detailed receipts to Administration:
Fuel _____ Breakfast _____ Lunch _____ Dinner _____ Hotel: _____
- ☐ PCR, NFIRS, & attachments completed