

If this is an Emergency Call 000 now

If there is a clinical requirement for urgent transport (within 90 minutes) telephone 000



NON-EMERGENCY TRANSPORT REQUEST FORM V 2015_1.0

	Stretcher Transport	Clinic Transport (Walker/Wheelchair)
Metropolitan	Fax: 1300 366 314 (bookings) Phone: 1300 366 313 (enquiries/cancellations)	Fax: 1300 361 929 (bookings) Phone: 1300 360 929 (enquiries/cancellations)
Rural	Fax: 1300 366 314 (bookings) Phone: 1300 366 313 (enquiries/cancellations) [see details on back]	

Booking Facility:	Contact Name:	Contact Phone #:	Contact Fax #:
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Pick-Up Day:	Pick-Up Date:	Pick-Up Time:	Appointment Time:
		<i>(Must be > 1 hour prior to appt time)</i>	

Auth Practitioner:	Practitioner Phone #: <i>(Pub Hosp Appt only)</i>	Pick Up Phone #:
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Pick-Up Location: <i>Include full address (and name of facility [if appl.])</i>	Ward/Dept/Residence:
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Destination: <i>Include full address (and name of facility [if appl.])</i>	Ward/Dept/Residence:
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Patient's Given Name:	Patient's Surname:	Age:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Acuity (for stretcher):	OR	Mobility (for car division):
<input type="checkbox"/> Stretcher Low Acuity*		<input type="checkbox"/> Walker (Can ambulate and climb 3 steps with assistance)
<input type="checkbox"/> Stretcher Medium Acuity*		<input type="checkbox"/> Walker Assist (Wheelchair assist to/from vehicle)
<input type="checkbox"/> Stretcher High Acuity*		<input type="checkbox"/> Wheelchair Confined
* Refer NEPT Regulations and information over page		[Select only one option]
** AV reserves the right to choose the transport platform. AV's preferred method of transport will be via air where the transport distance exceeds 150km		

Medical Diagnosis [relating to transport and relevant history only]:	Purpose of transport [e.g. X-ray]:
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Current Vital Signs – (Inter-hospital transfers only)			
HR		BP	
RESP		GCS	

Infectious Disease: (please specify)	IV additives: (please specify)
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Responsible Party (Billing): <input type="checkbox"/> Patient <input type="checkbox"/> DVA <input type="checkbox"/> Pension/HCC <input type="checkbox"/> TAC <input type="checkbox"/> IHT <input type="checkbox"/> WorkCover <input type="checkbox"/> Subscriber <input type="checkbox"/> Private Health Cover <input type="checkbox"/> Other Reference Number <input style="width: 100%;" type="text"/>	Public Hospital Appointment for patient under Pension/HCC OR IHT: Hospital Order Number <input style="width: 100%;" type="text"/> <small>Transports to/from Specialist Patient Clinics or Health Independence Programmes must be booked and authorised by the receiving hospital and will not be processed without an order number</small>
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Special Requirements: <input type="checkbox"/> IV <input type="checkbox"/> Humidicrib <input type="checkbox"/> Infusion pump <input type="checkbox"/> O ₂ <input type="checkbox"/> ETT <input type="checkbox"/> Cardiac monitor <input type="checkbox"/> Syringe Driver	Can travel with other patients? <input type="checkbox"/> Yes <input type="checkbox"/> No	Escort: Medical <input type="checkbox"/> Family* <input type="checkbox"/> <small>(*Family Subject to Vehicle Capacity)</small> [max one escort]
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Equipment/Mobility Aids: (specify) <small>In most transfers mobility aids and luggage >5kg can't be accommodated. One small bag and walking sticks allowed.</small>	Return Trip: Yes <input type="checkbox"/> Est Time <input style="width: 50%;" type="text"/> No <input type="checkbox"/>	Patient Details: <input type="checkbox"/> < 120kg <input type="checkbox"/> Width >50cm <input type="checkbox"/> 120-159kg <input type="checkbox"/> Height >183cm <input type="checkbox"/> 160kg+
Going for admission <input type="checkbox"/>		

By using this booking form you acknowledge that the information supplied is in accordance with NEPT Regulation. You further agree that the patient has been fully assessed and that the acuity level documented is an accurate reflection of the patient's current condition. You therefore give consent that the patient is suitable for non-emergency patient transport. Further clarification/ details of the NEPT Regulation and Clinical Practice Protocols may be accessed at www.health.vic.gov.au/ambulance

Guidelines to Assist Health Care Staff Requesting Non Emergency Patient Transport

These guidelines are extracted from the *Non-emergency Patient Transport: Clinical Practice Protocols*. Should you have any doubt about whether an emergency ambulance is required you should refer to the original document available on the DHS web site and or the treating medical practitioner.

Low Acuity Patients

A patient is defined as low acuity if all of the following apply:

1. An assessment has been made by an appropriate health professional that the patient can reasonably be expected to be physically and behaviourally stable for the duration of the transport. An appropriate health professional for the purposes of these clinical practice protocols is one of the following:
 - a. A medical practitioner who has knowledge of the patient and has decided that the patient complaint is not urgent
 - b. A registered nurse (division 1) who has examined the patient
 - c. An ambulance paramedic in the communications department of an ambulance service who has decided that the patient complaint is not urgent based on a discussion with the patient or a health professional who has seen and examined the patient
 - d. An ambulance paramedic or registered nurse working for an ambulance service telephone referral service who has triaged the patient to NEPT transport according to medically approved triage guidelines
 - e. A 'mental health practitioner' within the meaning of the Mental Health Act 2014 who has assessed the patient. A mental health practitioner is any of the following who is employed or engaged by a designated mental health service: a registered psychologist, registered nurse, social worker or registered occupational therapist.
2. The patient requires active monitoring
3. The patient has one or more of the following conditions:
 - a. inability to travel in a normal seated position
 - b. requirement for oxygen during transport
 - c. impaired cognitive function
 - d. inability to travel more than a few steps unaided
4. The patient's condition is not time-critical or is not likely to become time-critical during transport

NEPT may also transport a patient who is not acutely ill, but who requires transport because of a chronic medical condition and who is unable to access a suitable alternative form of transport.

Medium Acuity Patients

A patient is defined as medium acuity if all of the following apply:

1. The patient requires active monitoring or management. This includes, but is not restricted to, patients who may require:
 - (a) cardiac monitoring
 - (b) observation and monitoring of an intravenous infusion of a crystalloid fluid, with or without an infusion pump
 - (c) observation and monitoring of an intravenous infusion of crystalloid fluid containing glyceryl trinitrate or heparin using (an) infusion pump(s) in cases where the patient has been pain-free for a period of not less than two hours from the time of presentation
 - (d) care of an intercostal catheter or central venous catheter
 - (e) care in relation to a recent fracture of the spinal column (without spinal cord injury)
 - (f) care in relation to being on home ventilation
 - (g) behavioural observation or monitoring.
2. The patient has had an assessment by a medical practitioner that they can reasonably be expected to be haemodynamically stable for the duration of the transport
3. An assessment has been made by a registered medical practitioner or 'mental health practitioner' that the patient will be behaviourally stable for the duration of the transport. A mental health practitioner is any of the following who is employed or engaged by a designated mental health service: a registered psychologist, registered nurse, social worker or registered occupational therapist
4. There is no likelihood that the patient will require transport under emergency conditions, and
5. The patient does not meet the criteria of an emergency patient.

High Acuity Patients

A patient is defined as high-acuity if all of the following apply:

1. An assessment has been made by a registered medical practitioner that the patient can reasonably be expected to be haemodynamically stable for the duration of the transport
2. An assessment has been made by a registered medical practitioner or 'mental health practitioner' that the patient will be behaviourally stable for the duration of the transport. A mental health practitioner is any of the following who is employed or engaged by a designated mental health service: a registered psychologist, registered nurse, social worker or registered occupational therapist
3. There is no likelihood that the patient will require transport under emergency conditions
4. The patient does not meet the criteria of an emergency patient, and
5. Active monitoring, management and intervention is required, which may include a patient:
 - on mechanical ventilation
 - with an intravenous infusion of a vasoactive drug
 - with a tracheostomy
 - with a central or arterial line
 - with a device which supports the circulation (intra-aortic balloon pump or extra-corporeal membrane oxygenation).

At this stage Mental Health Patients cannot be booked for transport via fax. All bookings for Patient's with Mental Health conditions must be made on day and via phone so additional information can be sourced.

A definition of the emergency patient can be found in the Non-Emergency Patient Transport Clinical Practice Protocols which can be found at:
<http://health.vic.gov.au/nept/nept-rcpp.htm>