

REQUEST FOR NON-EMERGENCY PATIENT TRANSPORT V 2017_1.1



Metropolitan	Stretcher Transport Phone: 1300 366 313 (enquiries/cancellations) Fax: 1300 366 314 (bookings)	Walker, Walker Assist and Hoist (Metro Transfers Only) Phone: 1300 360 929 (enquiries/cancellations) Fax: 1300 361 929 (bookings)
Rural	Phone: 1300 366 313 (enquiries/cancellations)	Fax: 1300 366 314 (bookings)

Is it clinically necessary for the patient to travel by Ambulance? Yes No
 Does the patient require active clinical monitoring/supervision during transport? Yes No

Booking Facility: Contact Name: Contact Phone #: Contact Fax #:

Pick-Up Day: Pick-Up Date: Pick-Up Time*: (must be > 1 hour prior to appt time) Appointment Time:

*If the pick-up time is prior to 07:00 and the patient is being transported from a Regional area, by submitting this form I acknowledge that I have spoken to the receiving facility and have confirmed that they will accept the patient if they are running late. All bookings prior to 07:00 are subject to review and approval by ESTA before the booking can be confirmed.

Pick-Up Location: Include full address (and name of facility if appl.) Ward/Dept/Residence:

Destination: Include full address (and name of facility if appl.) Ward/Dept/Residence:

Authorising Practitioner: Practitioner Phone #: (Pub Hosp appt only) Pick Up Phone #:

Patient's Given Name: Patient's Surname: DOB: Gender: Male Female

- Walker Can ambulate and climb 3 steps with assistance
- Walker Assist Wheelchair assist to/from vehicle
- Wheelchair Confined
- Low Acuity Stretcher
- Medium Acuity Stretcher
- High Acuity Stretcher

ONE OPTION ONLY

The Non-Emergency Patient Transport (NEPT) Regulations 2016 set out the classes of transport based on acuity (Low, Medium and High) of the patient and the type of transport (road or air). Acuity must be assessed by an appropriate health professional under Regulation 10(4)(b) which includes a registered medical practitioner, a registered nurse or a paramedic working in the Communications Centre at AV. The authorising health professional is expected to determine that the transport is clinically necessary, and that the patient will be haemodynamically and behaviourally stable for the duration of the transport. Please refer the attached for additional information.

Medical Diagnosis: (relating to transport)

Purpose of transport: (e.g. x-ray)

Current Vital Signs – (Inter-hospital transfers only): HR BP RESP GCS Infectious Disease: (please specify) IV additives: (please specify)

Responsible Party (Billing): Patient DVA Pension/HCC TAC IHT WorkCover Subscriber Private Health Cover Other

Public Hospital Outpatients Appointment for patient under Pension, HCC or IHT: Hospital Order Number:

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 – please note that an UR number is not an Order Number

Reference Number:

Special Requirements: Infusion pump Guide/Assistance Dogs (with declaration) IV Humidicrib Syringe Driver ETT Cardiac monitor O2

Can travel with other patients? Yes No

Escort: Medical Family* (*Family subject to vehicle capacity – max one escort)

Equipment/Mobility Aids: (specify) In most transfers mobility aids and luggage > 5kg can't be accommodated. One small bag and walking sticks allowed.

Return Trip: Yes No

Est Time:

Patient Details: <120kg 120-159kg 160kg+ Width > 50cm Height >183cm (6ft)

Going for admission:

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Authorisation to Transport

Authorisation is limited to health professionals who can make an informed decision about whether there is a genuine clinical need for a patient to be transported by ambulance instead of any other way. The health professionals who can usually authorise ambulance transport are:

- A registered medical practitioner;
- An Ambulance Victoria paramedic/authorised employee of the emergency services telecommunications authority; and
- A registered division 1 nurse (under the non-emergency patient transport regulations 2016).

Before authorising a patient for any ambulance transport interstate, the referring health professional must contact Ambulance Victoria and provide detailed evidence as to why the patient must attend interstate health services. Ambulance Victoria may seek a second opinion.

Assessment of Patient Acuity / Mobility

The Non-Emergency Patient Transport (NEPT) Regulations 2016 set out the classes of transport based on acuity (Low, Medium and High) of the patient and the type of transport (road or air). Acuity must be assessed by an appropriate health professional under Regulation 10(4)(b) which includes a registered medical practitioner, a registered nurse or a paramedic working in the Communications Centre at AV. The authorising health professional is expected to determine that the transport is clinically necessary, and that the patient will be haemodynamically and behaviourally stable for the duration of the transport.

A low acuity patient is a patient who has one or more of the following conditions:

- a) Impaired cognitive functioning requiring supervision;
- b) If the patient is not transported by an aeromedical service, chronic diagnosed shortness of breath in relation to which there has been no recent change.

Regulation 11 states that low-acuity patients must be visually monitored by a suitable qualified and competent crew member for the duration of the transport.

A medium acuity patient is a patient who requires:

- a) Active management or intervention; or
- b) Specialised equipment requiring monitoring; or
- c) Observation and monitoring of an intravenous infusion that does not contain any vasoactive agent other than glyceryl trinitrate.

A high acuity patient is a patient that requires active management or intervention; or one or more of the following: cardiorespiratory support; a higher level of care than that required for the transport of a medium acuity patient; or observation and monitoring of an intravenous infusion that contains vasoactive agents.

Transport by PIPER's neonatal emergency transport service; PIPER's paediatric emergency transport service or ARV, excluding patients who have received treatment and are being returned to their home or transported to another facility. In this regulation, ARV means the business unit of Ambulance Service – Victoria, known as Adult Retrieval Victoria; PIPER means Paediatric Infant Perinatal Emergency Retrieval operated under the auspices of the Royal Children's Hospital.

Concession Benefits

Prior to making a booking, the person authorising the transport is responsible for confirming that the concession classification covers Non-Emergency Patient Transport. Concession benefits do not apply when:

- A patient only holds a Commonwealth Seniors Health Card but does not have a concession cards which covers their transport;
- A patient requests to be repatriated or relocated to or from Victoria for non-clinical reasons. Repatriation back to Victoria must be authorised as clinically necessary and there must be a demonstrated clinical requirement for ambulance transport);
- Where the transport is not clinically necessary; or
- Another party is responsible for the account.

The other party responsible may be the Department of Veterans' Affairs (DVA) where a person holds a Gold Card or a White Card (subject to the conditions of the card), the Transport Accident Commission (TAC) (subject to the conditions under the scheme), or the Victorian WorkCover Authority (VWA) (subject to the conditions under the scheme).

Mental Health Patients

Specific to the assessment of a person with mental illness, a registered medical practitioner is a registered psychologist; registered nurse; social worker; or a registered occupational therapist employed or engaged by a designated mental health service. Mental Health Patients cannot be booked for transport via fax.

Mental health patients being transported for medical reasons can be pre-booked so as long as the transport relates solely to a medical reason (i.e. not the patient's mental health condition). Bookings for patients being transported with a mental health condition must be made by phone on the day of transport so additional information can be sourced.

By using this booking form you acknowledge that the information supplied is in accordance with the Department of Health and Human Services Non-Emergency Patient Transport Regulations (2016) and NEPT Clinical Practice Protocols found at www.health.vic.gov.au/ambulance. You further agree that the patient has been fully assessed, and that the documented acuity level is an accurate reflection of the patient's current condition and they are therefore deemed to be suitable for non-emergency patient transport.