Ambulatory Clinic Policy and Procedure

Title: TRANSPORTATION OF PATIENTS	Policy Number: EP 6.13
Regulation Reference:	Effective Date: 6/2015

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide guidelines for the appropriate transportation of patients.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso ambulatory clinics.

Procedure:

- 1. Patients are responsible for their own transportation to and from clinic appointments.
- 2. If a stable patient requires transportation to University Medical Center El Paso (UMC-EP) for admission or diagnostic services the department may call UMC-EP monitor base at 915-544-1200, extension 1052 and a UMC-EP vehicle will transport the patient for admission.
- 3. TTUHSC El Paso staff should utilize appropriate community resources for patients requiring transportation assistance to home or other facilities.
 - a. For stable patients any available public transportation
 - b. For unstable patients requiring admission to a hospital an ambulance may be used. Licensed clinical staff should make decisions regarding appropriate transportation.
- 4. At no time should patients be transported in TTUHSC El Paso personal vehicles unless the patient is a family member.

Policy Number:	EP 6.13	Original Approval Date: 6/2015
Version Number:	1	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Paul L. Foster School of Medicine		