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# **Universal Transfer Form**

**Health Facility Survey & Field Operations**

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# Disclaimer

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# Regulation

**New Jersey Administrative Code**

**TITLE 8. HEALTH**

**CHAPTER 43E. GENERAL LICENSURE PROCEDURES  
AND STANDARDS APPLICABLE TO ALL LICENSED  
FACILITIES**

**SUBCHAPTER 13. UNIVERSAL TRANSFER FORM.**

# UTF - Scope

## § 8:43E-13.1 Scope

The rules in this subchapter pertain and apply to all health care facilities or programs licensed by the Department of Health and Senior Services, pursuant to the Health Care Facilities Planning Act, N.J.S.A. 26:2H-1 et seq. The rules in this subchapter set forth the requirement that each facility use the Universal Transfer Form when transferring a patient to another facility or program.

# UTF - Purpose

## § 8:43E-13.2 Purpose

The purpose of the Universal Transfer Form is to accurately communicate pertinent, accurate clinical patient care information at the time of a transfer between health care facilities or programs. It conveys the patient information required under Federal regulations and conveys specific facts that the physician and nurse need to begin caring for a patient.

# UTF – Use

## **§ 8:43E-13.4 Mandatory use of Universal Transfer Form**

- (a) A licensed healthcare facility or program shall use the Universal Transfer Form, HFEL-7, provided as N.J.A.C. 8:43E-13 Appendix, incorporated herein by reference, and available on the Department's website at <http://web.doh.state.nj.us/apps2/forms/>, in either paper or electronic version, whenever a patient is transferred to another licensed healthcare facility or program.
1. Emergency departments are exempt from mandatory use of the Universal Transfer Form, but shall follow hospital procedures regarding documentation.

# UTF – Use cont.

(b) A licensed healthcare facility or program shall complete all sections of the Universal Transfer Form, to the best of the licensed healthcare facility or program's ability.

1. The Universal Transfer Form is not complete if medication information is not attached.

(c ) A licensed healthcare facility or program shall send a completed, paper copy of the Universal Transfer Form with a patient when a patient is transferred.

(d) A licensed healthcare facility or program shall retain a completed copy of the Universal Transfer Form sent with a patient when a patient is transferred as part of the patient's medical record.



# UTF – Policies and Procedures

## **§ 8:43E-13.5 Policies and procedures regarding the use of the Universal Transfer Form**

A licensed healthcare facility or program shall develop and implement written policies and procedures addressing the required use of the Universal Transfer Form by a licensed healthcare facility or program's staff, method of transportation, procedures for security of the resident and all personal belongings or other items that accompany or immediately follow a transferred resident.

# Thank you