

Minimum Information Set for Transfer Form

Minimum information set to be included on the Aged Care Home Transfer Form

- Resident details
 - Name
 - DOB
 - Religion
 - Language spoken and the need for an interpreter
- Contact details of Aged Care Home including telephone number (in- & after-hours) & address
- Pension number
- Health insurance status (i.e. Medicare only / DVA / privately insured) & include details)
- Name of usual GP and contact details
- Name of usual Pharmacist and contact details
- Next-of-kin &/or Medical Enduring Power of Attorney or equivalent contact details
- Next-of-kin notified of transfer
- Reason for transfer including events leading up to transfer
- Relevant medical history
- Any known allergies
- Pre-morbid / usual condition and functioning: cognition, mobility, continence, behaviours, diet

Suggestions for layout

- Maximum two pages (single sheet front and back)
- Called *Transfer Form* so it is easily identifiable in the emergency department
- Street address of the Aged Care Home is clear and obvious