



Ambulatory Clinic Policy and Procedure

Title:	Transportation of Patients	Policy Number:	6.25
		Version Number:	3
Regulation Reference:	HSC OP 63.03, TJC PC.02.01.01, PC.02.01.09	Effective Date:	2/2016
		Original Approval:	8/2007

POLICY STATEMENT:

It is the policy of Texas Tech University Health Science Center (TTUHSC) Ambulatory Clinics to provide guidelines for the appropriate transportation of patients.

SCOPE:

This policy applies to all TTUHSC Ambulatory clinics operated through its schools.

PROCEDURE:

1. Patients are responsible for their own transportation to and from clinic appointments.
2. Transportation (example: courtesy van) may be provided only for patients coming to and from appointments in a TTUHSC fleet vehicle in accordance with [HSC OP 63.03, Vehicle Fleet Management Program](#).
3. TTUHSC 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 employee’s personal vehicles, unless the patient is a family member.
5. Staff may provide minimal assistance to patients getting in and out of a vehicle or while walking in and out of the clinic by providing or holding a wheel chair during transfer, offering an arm for support or balance, or to assist with walking or maneuvering a walker or cane.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:

This policy was approved by the Council of Deans on February 4, 2016.