

# Inpatient Check List

---

**To ensure the best coordination of care is provided for the patients we share, if applicable, please send the following items with patient in transfer:**

- ☐ H&P
- ☐ Progress Notes
- ☐ List of medications patient received during hospitalization
- ☐ List of patient's home medications
- ☐ Consultant Notes from the ongoing hospitalization
- ☐ Labwork from the ongoing hospitalization
- ☐ Microbiological Studies to date from the ongoing hospitalization
- ☐ Diagnostic Imaging Reports (CT, MRI, Ultrasound, etc) from ongoing hospitalization on CD (if possible)
- ☐ Any Cardiovascular Studies/Reports from the ongoing hospitalization (EKG, Echo, Stress Test, etc)

Please place the above documents in an envelope and send with the patient during transfer. Please call the Patient Flow Center with any questions or concerns.

**NOTE:** In order to properly register the patient in our system, please fax the patient's face sheet to **504-842-0059**. For ED transfers, only fax face sheet **AFTER** patient has been accepted by our facility.