



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

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CHRIS CHRISTIE
Governor

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Lt. Governor

MARY E. O'DOWD, M.P.H.
Commissioner

To: All Licensed Healthcare Facilities

From: 
John A. Calabria, Director
Office of Certificate of Need and Healthcare Facility Licensure

Date: September 2011

Re: Universal Transfer Form

This purpose of this memorandum is to advise you of the adoption of the Universal Transfer Form (UTF) rules at N.J.A.C. 8:43E-13 on August 1, 2011. This subchapter applies to all licensed healthcare facilities and programs, and the use of the UTF for covered transfers between licensed healthcare facilities and programs will be mandated effective October 30, 2011. All licensed healthcare facilities and programs shall send a completed UTF to a receiving healthcare facility or program when the sending healthcare facility or program initiates the transfer of a patient. The notice of adoption can be found in the New Jersey Register at 43 N.J.R. 1875(a), with the notice of proposal at 42 N.J.R. 1462(a).

The purpose of the UTF is to ensure that accurate communication of pertinent clinical patient care information is conveyed at the time of a transfer between health care facilities or programs. The UTF conveys patient information that a physician and/or nurse require to appropriately begin caring for a patient when the patient arrives at a new facility or program.

The UTF was designed, tested, piloted and refined over a three-year period by a task force comprised of nurses, physicians, emergency medical services personnel, the New Jersey Department of Health and Senior Services, the Health Care Association of New Jersey, the New Jersey Hospital Association, LeadingAge New Jersey, the Home Care Association of New Jersey, Healthcare Quality Strategies, Inc., Rutgers University and others concerned with continuity of care.

(Over)

The UTF, Department of Health and Senior Services Form HFEL-7, and instructions are available on the Department's website at:

<http://web.doh.state.nj.us/apps2/forms/>

Information regarding training that Department staff will be participating in is available at:

<http://www.njha.com/estore/brochure.aspx?id=277>

Please direct any questions to Eugene Brenycz, Regulatory Officer, a member of my staff at 609-292-5960.