



# NETS - Hunter Elective Transfer Booking Form

## Guidelines for Use

- ◆ The Elective Transfer Booking Form should be completed by NETS - Hunter when elective transfer of a patient from the JHCH is required
- ◆ An Elective Transfer is defined as the transfer of a baby:
  - from JHCH to another hospital
  - where NETS - Hunter is requested to undertake all or part of the mission
  - where timing is by mutual agreement (not urgent).
- ◆ For example: a baby who has received treatment in the NICU now ready to be transferred to a hospital nearer their home for convalescence.
- ◆ The Elective Transfer Booking Form is available from the NETS website ([www.nets.health.nsw.gov.au](http://www.nets.health.nsw.gov.au)). Select "Health Professionals" > "Forms".
- ◆ The form can be completed on-line and emailed to NETS, or can be printed, completed and faxed to NETS. (Either is initiated by clicking on a button on the top right of the on-line form.)
- ◆ The referring clinician should complete all relevant sections of the form. Additional information (such as a discharge summary) may be provided if appropriate.
- ◆ The actual date, time and mode of transport will be confirmed by NETS once the booking is processed.
- ◆ Elective Transfer Booking Forms received by NETS will be processed after 12 midday each day.
- ◆ Any transfer which varies from the above guidelines requires direct communication with the Clinical Coordinator on 1300 36 2730 (if urgent 1300 36 2499)