



# Return Transport Service Booking Form

## Guidelines for Use

*This form is for use by the following Level 5/6 hospitals:*

Children's Hospital at Westmead  
Liverpool Hospital  
Nepean Hospital  
Royal Hospital for Women

Royal North Shore Hospital  
Royal Prince Alfred Hospital  
Sydney Children's Hospital  
Westmead Hospital

*Other hospitals requiring retrieval of children or babies should contact NETS on 1300 36 2500 (Hotline) or on 1300 36 2730 (elective)*

- ❖ The Return Transport Service Booking Form has been developed to assist in the inter-hospital transfer of patients from intensive care.
- ❖ This form should be completed by the tertiary hospital requesting the transfer
- ❖ A Return Transport is defined as the transfer of a baby or infant;
  - Between Level 5 and Level 6 hospitals
  - From a Level 5/6 hospital to a Level 1-4 hospital
  - When regular ambulance transport is inappropriate
  - Where a NETS Return Transport team is required 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 Return Transport Service Booking Form is available from the NETS website ([www.nets.health.nsw.gov.au](http://www.nets.health.nsw.gov.au)). The user must be registered on the NETS website to see the form. It is listed on the "Return Transport Service" tab on the left.
- ❖ The form can be completed online and emailed to NETS (preferred) via [returntransportservice@nets.health.nsw.gov.au](mailto:returntransportservice@nets.health.nsw.gov.au) or can be printed, completed and faxed to NETS on 1300 36 2498. A button on the form automates that process
- ❖ The referring clinician should complete all relevant sections of the form. However, the form doesn't replace a discharge summary which should be provided as well.
- ❖ A checklist is provided online to assist in ensuring the baby is ready for transport
- ❖ The actual date, time and mode of transport will be confirmed by NETS once the booking is processed
- ❖ Any transfer which varies from the above guidelines requires direct communication with the Operational Coordinator on 1300 36 2730

*For further information about the Return Transport Service or how to book;*

**Website** [www.nets.health.nsw.gov.au](http://www.nets.health.nsw.gov.au) click on the "Return Transport" tab on the left (under Home drop down menu), click on "Information for ICUs"

**Email** [ReturnTransportService@nets.health.nsw.gov.au](mailto:ReturnTransportService@nets.health.nsw.gov.au) with queries

**Call** Operational Coordinator on 1300 36 2730

*To register with the NETS website;*

Go to [www.nets.health.nsw.gov.au](http://www.nets.health.nsw.gov.au) click on "Register Now" link in the top right corner (underneath Login), fill in the online form provided and click "Save". The registration completion process is not automatic at present but will be processed as soon as possible during office hours.