



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Care Safety and Quality
99 Chauncy Street, 2nd Floor, Boston, MA 02111
617-753-8000

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

Circular Letter: DHCQ 09-04-509

TO: Long-Term Care Facility Administrators

FROM: Paul I. Dreyer, PhD, Director

DATE: April 28, 2009

SUBJECT: Resident Transfer Agreements

In accordance with State and federal regulations at 105 CMR 150.003 (G)(1) and 42 CFR 483.75 (n)(1)(ii) respectfully, medical and other information needed for care and treatment of residents upon transfer shall be exchanged between facilities to provide timely admission and continuity in care.

This information should be provided when individuals are sent to a physician's office or other community provider. Information that should be identified on all forms sent with the resident should include:

1. The name, address and phone number of the Nursing Home, and
2. A contact name and number of the responsible staff person for the resident.
3. To help prevent medication errors and adverse incidents please provide the following information to health care providers upon a resident's transfer:
 - Medication names (write legibly)
 - Dosage forms (capsule, tablet, extended release, etc)
 - Strength (mg, mcg, gm, etc)
 - Route of administration
 - Frequency (regimen- b.i.d., t.i.d., every 6 hours, etc)
 - The date and time of last dose.
 - Nurse comments
 - Drug and food allergies
 - Resident's diagnosis

If you currently use a form or system that contains this information, please verify that all information is accurate and complete.

If you have any questions specifically related to medication information please call Timothy MacIntyre, Pharmacist, Mass. Department of Public Health, Division of Health Care Quality at (617) 753-8118.

For questions regarding other information required for safe treatment and transfer of residents please contact Jill Mazzola (617) 753-8106.