

APPENDIX 3: Pre-Admission and Transfer Checklists

PCP Checklist: Please attach or fax the following documents to the packet:

- Newborn screen results**
- Growth chart** with as many data points as possible (HC, weight, and length); timeline of inadequate growth
- Birth H&P and newborn nursery discharge summary**
- Attach most recent note, and/or a note containing the following elements:**
 - Pre- and perinatal Hx
 - Past medical history
 - Medications/Supplementation
 - Family history
 - Psychosocial history
 - Physical exam
 - Detailed feeding history
 - Stooling and voiding pattern
- Developmental screens (ASQ etc.)**
- Lactation consultant note** (if applicable)
- OT/ST note** (if applicable)
- Dietician note** (if applicable)
- Social worker/case manager note** (if applicable)
- Has this patient been referred to any subspecialists or services?** Y / N
 - Regional center
 - Feeding clinic/OT/ST
 - Dietician
 - Lactation consultant
 - Social worker
- Call to hospitalist through Access center for handoff**

Transfer checklist:

- H&P** (containing at least the PCP checklist items)
- Discharge summary/transfer note with hospital course and interventions:**
 - OT/ST; RD; lactation evaluation and observations?
 - Description of observed feeds
 - Type, volume, frequency of feeds
 - Intake and output:**
 - Weight and Intake Tracker (see Appendix 4)**
 - Labs/workup, if any
 - Medications, if any
 - Any social or medical concerns arising during admission?
- SW notes**
- OT/ST notes**
- Lactation notes**
- A copy of the documentation from the PCP**
- Phone call to hospitalist through Access Center for handoff at (877) 822-4453**

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