

Nursing Home Emergency Transfer Notice

updated 10/16/25

**To be provided to the resident within 24 hours of an emergency transfer to an acute care setting*

Resident Name: _____	Date of Birth: _____	Phone Number: _____
Resident Email: _____	Resident Representative Name: _____	
Representative Phone Number: _____	Representative Email: _____	
Discharging Facility: _____	Admission Date: _____	

Transfer Location

Transfer effective date: _____	Expected date of return: _____
Date notice of transfer was provided to resident: _____	
Name of acute care setting resident is being transferred to: _____	
Address: _____	

Reason for Transfer

Resident is being temporarily transferred on an emergency basis to an acute care setting for the following reasons:

Facility Bed-Hold Policy

The required facility bed-hold policy has been explained and provided to the resident (attach additional pages if needed):

Resident Rights

The resident has the right to request a formal hearing through the Office of Administrative Hearings to dispute the transfer. An appeal form can be obtained by contacting the local county ombudsman. The local county ombudsman can provide assistance completing and submitting the appeal request.

<u>Office of Administrative Hearings:</u> UT Department of Health & Human Services 195 North 1950 West Salt Lake City, UT 84116 o Phone: 801-538-6576; Fax: 801-536-0143 o Email: utmedicaidhearings@utah.gov	<u>State Ombudsman:</u> Alianne Sipes 385-222-1273 asipes@utah.gov 195 North 1950 West Salt Lake City, UT 84116	<u>Local County Ombudsman:</u> Name: <u>Ann Humpherys</u> Phone: <u>801-229-3809</u> Email: <u>ombudsman@magutah.gov</u> Address: <u>586 E 800 N Orem UT 84097</u>
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Additional Utah Services for Developmentally Disabled/Mental Health Services

<u>Utah Disability Law Center</u> o Website: disabilitylawcenter.org o Phone: 800-662-9080 o Email: stat@disabilitylawcenter.org o Office: 960 S Main St. SLC UT 84101 o Hours: 8am - 5pm Monday - Friday	<u>Local Mental Health Authority:</u> Name: <u>Wasatch Behavioral Health</u> Phone: <u>801-373-4760 UT County/ 435-654-3003 Wasatch County</u> Website: <u>wasatch.org</u> Address: <u>750 N Freedom Blvd Provo UT 84601</u> Hours: <u>Monday-Friday 8am-5pm</u>
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*It is the facility's responsibility to ensure this form is current, containing all required information

*Send individual emergency transfer notices to the State Ombudsman on a monthly basis.

Email: sltcop@utah.gov