Quick Huddle on How to Use the “Change in Condition Alert” Form for Long-Term Care and Dialysis Facilities

One day prior to transferring a patient between facilities, quickly consider any NEW occurrence of infection, illness or COVID-19 exposure.

Complete the form by first indicating if this NEW condition is at the patient level (check box near top of form) or at the facility level (check box near the middle of the form).

- If at the patient level: Enter the patient’s name and treatment details, then check “yes” in the appropriate condition areas.
- If at the facility level: Enter the name of your facility and check “yes” in the appropriate condition areas.

Provide your contact information at the bottom of the form and then FAX to the other facility.

This form may be completed by either the dialysis or long term care facility.

Quick Huddle Discussion Topics

- Certain events (at the patient- or facility-level) need to be shared with other levels of care to help them prepare for the transfer of a patient
- This form was designed for one facility to share small amounts of information with another
- Follow-up communication should be expected between the facilities