





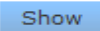
## Petition Assignment Transfer

Hospital Staff have the ability to transfer electronic petitions to other designated facilities. This Job Aid will assist you in knowing how to complete those steps.

**Status of Forms**  
Please select the form you would like to view/edit from the list below, and click the "Show" button.  
Click this link: [Instructions](#)

 - Not Started     - In Progress

	Form Name	User Name
	Client Information	KDTEST71 KDTEST71
<input type="radio"/>	Application & Acknowledgement (Part I)	KDTEST71 KDTEST71
<input type="radio"/>	Authorization For Transportation Without Warrant (Part II)	
<input type="radio"/>	Warrant (Part III)	KDTEST60 KDTEST60
<input type="radio"/>	Patient's Rights (Part IV)	KDTEST71 KDTEST71
<input type="radio"/>	Actions Taken To Protect Patient's Interest (Part V)	KDTEST71 KDTEST71
<input type="radio"/>	Physician's Examination (Part VI)	KDTEST71 KDTEST71
<input checked="" type="radio"/>	Petition Assignment Transfer	KDTEST71 KDTEST71

1. In the '*Status of Forms Section*' , at the bottom of the '*Client Information Tab*', you will see a column titled "***Petition Assignment Transfer***"
  - a. Click on the radio button (shown above) *next to Petition Assignment Transfer* and then hit the SHOW button. 
2. This will navigate you to the *Petition Assignment Transfer Screen* (see next page):



**Petition Assignment Transfer**  
\*Denotes Required Fields \*\*Denotes Half-Mandatory Fields

**302 Transfer Petition**

ID	Transferred From	Transferred To	Staff Name	Reason	Transfer Date
938	WPAHS - Jefferson	WPAHS - Jefferson	KDTEST71 KDTEST71	Petition Creator	06/09/2016

Transfer to a new Examination Facility

Transferred From: WPAHS - Jefferson Transferred To \*: WPAHS - Jefferson

Staff Name \*: KDTEST71 KDTEST71

Reason \*: Petition Creator Transfer Date \*: 06/09/2016

Comments

Save New Go to Summary Page

1. Once you are on this page click on the New button **New**.
  - a. You will now have a fresh page to select a 'Transferred To' facility and the 'Reason', which will always be 'Transfer Hospital'.

**Petition Assignment Transfer**  
\*Denotes Required Fields \*\*Denotes Half-Mandatory Fields

**302 Transfer Petition**

ID	Transferred From	Transferred To	Staff Name	Reason	Transfer Date
938	WPAHS - Jefferson	WPAHS - Jefferson	KDTEST71 KDTEST71	Petition Creator	06/09/2016

Transfer to a new Examination Facility

Transferred From: WPAHS - Jefferson Transferred To \*:

Staff Name \*: KDTEST71

Reason \*: Transfer Date \*: 06/09/2016

Comments

Save New Go to Summary Page

**TIP:** Only transfer the petition once you have confirmed with the transferring facility. If the transfer facility is an Allegheny County Designated Facility, meaning they are named in the dropdown, make them aware you are transferring the electronic petition to their bucket.



2. Once you select the 'Transferred To' facility, the 'Reason' and select the transfer date hit Save.

**Petition Assignment Transfer**  
\*Denotes Required Fields \*\*Denotes Half-Mandatory Fields

**302 Transfer Petition**

ID	Transferred From	Transferred To	Staff Name	Reason	Transfer Date
938	WPAHS - Jefferson	WPAHS - Jefferson	KDTEST71 KDTEST71	Petition Creator	06/09/2016

Transfer to a new Examination Facility

Transferred From: WPAHS - Jefferson  
Transferred To \*: WPAHS - Forbes Regional

Staff Name \*: KDTEST71

Reason \*: Transfer Hospital  
Transfer Date \*: 06/09/2016

Comments

Save New Go to Summary Page

**TIP:** At this point, you will still have access to the petition, as long as you have not navigated out of the petition. Once you leave the petition, your hospital will no longer have access to it and the transfer hospital will have access to it. If you need to print a copy, print it before you transfer. If you already transferred the electronic petition and realized you need a copy, call the county delegate and they will be able to assist you.

Also, you can select **Out-of-County** if the individual is going to a hospital out of Allegheny County. This does not mean, that hospital will have access to the electronic petition, you will still need to print out a copy to send with the individual. This also is true when **Other-Please Specify** is selected.

### For further assistance.....

For assistance, please contact the Allegheny County Delegates at 412-350-4457 - 24 hours a day, 7 days a week.

During weekdays between 8:00 AM and 4:00 PM, you can email:

DHS Application Specialist Supervisor — Christina Matsook [Christina.Matsook@alleghenycounty.us](mailto:Christina.Matsook@alleghenycounty.us)

You may also contact our Service Desk at:

412-350-HELP Option 2 **OR** you can email them at [servicedesk@alleghenycounty.us](mailto:servicedesk@alleghenycounty.us)