Organisation name Site or unit		FORM Records transfer summary	
Document ID	MTR-FRM-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · MTR-FRM-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 24.2

1. Purpose

The complete record of care sent to the patient's home-country physician, in a usable format, with the patient's consent.

2. How to complete

- Prepare the summary with the drugs and doses given.
- Record the patient's consent to send it.
- Record the date and the physician it was sent to.

3. Checks

Check	Entry
Diagnosis, procedure and outcome	Yes
Drugs and doses given	Yes
Follow-up needed	Yes
Patient consent to send (yes or no)	Yes
Sent to (physician) and date	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Patient Safety Curriculum Guide (2011) and the NICE guidance on venous thromboembolic diseases (NG158, 2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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