Sample Ticket to Ride Form Completion

How to use Form M47: (see sample form next page)

Left Side of Ticket – Patient Hand-Off

1. Transporting department (i.e., Surgery) will bring ticket with them to receiving department (i.e., Radiology, nursing unit).
2. Transporting department must complete the “S” Situation section. (see top orange highlighted area)
3. RN on sending unit must complete “B”, “A”, “R” sections. (see pink highlighted area)
   - Must be completed at time of transport (not ahead of time).
   - RN must verbally connect with the receiving RN to give a report…either by phone or in person.
4. Transporter must complete bottom box “transported by” and date and sign. (see bottom orange highlighted area)

Right Side of Ticket – Return Ticket

1. RN sending patient back to nursing unit must complete “S”, “B”, “A”, “R” sections. RN must still give report to receiving nurse. (see green highlighted area)
2. Receiving unit RN must sign and date box below the “R” box. (see pink highlighted area)
3. Transporter returning patient to unit must fill in lowest box on right side, time and date. (see green highlighted area)

****The transporter is whoever transports the patient from unit to unit. It DOES NOT have to be a titled transporter.

*****An ancillary department can be the receiving unit if receiving a patient from anyone other than the floor units. At that point, another Ticket to Ride needs to be used to transport patient back to the floor.

*****If a patient moves between modalities within the same department, no new ticket needs to be used.