

POLICY TITLE Conditions Of Admission	POLICY NUMBER HS-401
ACCOUNTABLE DEPARTMENT Business Operations	EFFECTIVE DATE 10/28/2024
DOCUMENT OWNER Mai Hoang	PAGE 1 of 3
APPROVAL BODY/COMMITTEE Operations Policy Committee	DATE APPROVED 10/28/2024

1.0 Policy Statement

Written consent for hospital admission and medical treatment is required for all hospital admissions.

2.0 Purpose

To provide written documentation demonstrating that the patient or his/her legal representative knowingly and expressly authorizes admission and treatment to Kaiser Permanente.

3.0 Scope/Coverage

This policy applies to all individuals who are employed by the following entities (collectively referred to as "Kaiser Permanente"):

- 3.1** Kaiser Foundation Health Plan, Inc. (KFHP);
- 3.2** Kaiser Foundation Hospitals (KFH);
- 3.3** All contractors, vendors, volunteers, students, or other persons, who are KP workforce members, while performing functions or services for or on behalf of KFH, KFHP and/or the PMGs (individually, a "KP entity").

4.0 Definitions

4.1 General Consent for Admission and Medical Treatment – A general consent for admission to a KP hospital for treatment rendered under the general and special instruction of a physician, his assistant, or designee of KP Hospital.

4.2 Legal Representative, in order of priority (Per RCW 770.065)

- Designated Legal Guardian
- Individual with Durable Power of Attorney
- Spouse
- Children of Legal Age
- Parent
- Adult Siblings

4.3 Implied Consent: – Consent may be implied from the fact that the consumer has voluntarily entered the hospital for medical treatment.

For more definitions, see *Appendix A – Glossary of Terms*.

5.0 Provisions

Admitting has the responsibility of obtaining patient's or legal representative's signature for Conditions of Admission to KP. Every effort will be made by admitting obtaining a timely

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signature from the patient or his/her legal representative. When all the methods detailed in Special Instructions fail, documentation will be entered on the Conditions of Admission justifying the reason signature was not obtained. In this situation, patient condition as indicated by the admitting physician, admission documentation stating reason for omission of signature, and implied consent by fact of patient's arrival to hospital for care will justify the admission.

- 5.1** Admitting obtains written consent for Hospital admissions on all patients processed through the Patient Representative (PAR's) prior to care unless delay would jeopardize the consumer's health.
- Exception to this rule is: Direct admits to Capitol Hill Inpatient Unit (CHIPS) to the Health Unit Coordinator (HUC)/Nursing Staff is responsible for admitting the patient to the hospital.
- 5.2** When a patient enters the hospital directly through the Urgent Care or directly to a nursing unit/ patient room.
- 5.2.1** Admitting representative goes to the appropriate location to obtain signature and information from the patient to complete both the Admission and Discharge Record and the Conditions of Admission. If on CHIPS the HUC/Nursing Staff will admit the patient to the unit.
- 5.2.2** When patient is medically unable to sign and is accompanied by a person meeting criteria as legal representative, the Urgent Care Department or nursing unit will contact the admitting representative or CHIPS HUC/nursing staff and inform them the legal representative is available to secure authorized signature for Conditions of Admission. Admitting, CHIPS HUC/nursing staff will note patient's relationship to person signing Condition of Admission and a brief written statement as to why patient could not sign the Condition of Admission.
- 5.2.3** If patient is not accompanied by a person meeting criteria as legal representative and patient is unable to sign, Admitting or CHIPS HUC/nursing staff will attempt to obtain the name and telephone number of legal next of kin/representative. Upon verification that legal next of kin/representative has been notified of patient's condition, Admitting or CHIPS HUC/nursing staff will call for verbal consent from the legal representative.
- 5.2.4** Patient is unable to give information identifying legal representative (no qualifying representative can be established), a "Signature Reminder" will be initiated by Admitting or CHIPS HUC/nursing staff in the following manner:
- 5.2.4.1 Admitting follows-up within six hours of admission to monitor for authorized signature.
- 5.2.4.2 If needed, Admitting or CHIPS HUC/nursing staff follows up a second time within 12 hours of admission to monitor and obtain legal signature. Document results on the Signature Reminder Form.

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5.2.4.3 A final contact will be made within 24 hours if no signature has been obtained. Admitting or CHIPS HUC/nursing staff will notify the register nurse (RN) for special assistance. At this time the signature or a statement indicating why the patient cannot sign will be noted on the Conditions of Admission, signed by the Admitting Assistant or CHIPS HUC/nursing staff and witnessed by the RN.

6.0 Appendices/References

6.1 Appendices

6.1.1 N/A