



## Admissions Policy

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# Admissions Policy

## Administration

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### Purpose

To ensure that all patients admitted to the hospital are treated in a nondiscriminatory manner, respectful of patient rights, and consistent with applicable State and Federal law.

### Policy

Kittitas Valley Healthcare is dedicated to providing services to patients in a safe manner that respects, protects, and promotes patient rights taking into consideration the patients' physical, emotional, and medical needs. Patient admissions will be conducted free from discrimination based on age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender identity or expression, disability, veteran or military status, or any other basis prohibited by Federal, State, or local law.

All individuals have access to emergency care twenty-four hours a day.

Inpatient orders are permitted only with orders from a provider who has Kittitas Valley Healthcare medical staff admitting privileges. Consideration must be given to the Hospital's capabilities, as well as availability of staffing and space.

During admission and though their visit patients will be treated with respect and courtesy. Their rights, privileges, and decisions shall be acknowledged and honored within the capabilities of the Hospital. Consideration shall be given for their comfort, health, and safety.

Patients (or their legally authorized representative) will be provided with essential information as required by law. Information on the following will be made available during the admission process:

- Patient Rights and Responsibilities
- Notice of Privacy Practices
- Advanced Directives\*
- Financial Assistance
- Consent for Treatment
- Contact Information for Grievances

\*Patients will be queried about the existence of their advanced directives for information and documentation in the medical record.

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Patient belongings will be secured per KVH Patient Belongings-Valuables policy. Visitors will be allowed per KVH Visiting Policy.

Assistance or accommodations for those with disabilities will be provided to the extent of the Hospital's resources and in compliance with the Americans with Disabilities Act. Language interpretative services will be made available for non-English speaking patients. Sign language interpretative services will be made available for hearing impaired patients, as requested.

Patients are to be admitted and discharged in a safe manner, taking into consideration their physical and medical needs.

### **Related Documents/Forms:**

Patient Belongings-Valuables Policy  
Visiting Policy

### **References:**

RCW 70.41.520

WAC 246-320-141