



Effective 3/18/2014,  
12AM EDT  
Approved 1/3/2023,  
7:53PM EST  
Last Revised 1/3/2023,  
7:53PM EST  
Expiration 1/3/2024,  
7:53PM EST

Owner Jana Symonds:  
Director of  
Revenue Cycle  
Policy Area Patient Financial  
Services

## Admissions Policy & Procedure

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### Purpose

This document lists policy and procedure for hospital admissions. This policy is a D.O.H requirement.

### Applicability

Whitman Hospital & Medical Clinics (WHMC) personnel, including employees and contracted staff.

### Policy

Personnel will provide care to all patients in a safe manner that respects, protects, and promotes patient rights regardless of their 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.

There are no distinctions in eligibility for receiving any patient care services. WHMC facilities are available to all patients and visitors. Individuals and organizations having occasioned to refer patients for admission or recommend WHMC are advised to do so within WHMC's policy to provide quality health care to all persons.

### Procedure

1. Admission to the hospital can occur through the emergency department, surgery or same day services department, or may be a direct admit through Whitman Medical Clinic or Whitman Orthopedic Clinic. Direct admit patients require that the patient has been seen by a provider within 24 hours. The admission procedure is conducted in a consistent manner throughout the facility.
2. The admission process at WHMC requires identification of the patient utilizing at least two patient identifiers to ensure the correct patient is selected at the entrance into medical care

and treatment. The admission process must be documented within the electronic medical record (EMR) beginning with the patient admission and signing of appropriate documents. The WHMC non-discrimination policy must be followed throughout the entire patients encounter within WHMC.

3. Patients must be queried about the existence of an advance directive and information must be provided about advance directives at time of admission. The admitting nurse completes this information and documents the presence and intent of an advance directive in the electronic medical record (EMR). Referrals must be made as indicated.
4. During the admission process admitting personnel must provide notices about financial assistance and charity care, patient's rights and responsibilities, financial agreement, and consent for treatment along with the notice of privacy practices.

When this policy is approved, the patient financial services manager must transmit a copy to the public relations manager, who must ensure the policy is posted on the WHMC website.

The patient financial services manager must also transmit a copy to the Washington State Department of Health (DOH) website by emailing a copy to: HospitalPolicies@doh.wa.gov.

### **Approval**

Policy was approved by the board on July 21, 2021.

## Approval Signatures

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
	Abby Smith: Chief Financial Officer	1/3/2023, 7:53PM EST
	Jana Symonds: Director of Revenue Cycle	1/2/2023, 6:12PM EST