



Yakima Valley
Memorial Hospital

Admitting Process

Policy:

Yakima Valley Memorial Hospital will not deny admission to any patient due to race, color, ethnicity, religion, gender, gender identity or expression, sexual orientation, financial class, marital status, disability, veteran status, age or national origin.

Patients shall be admitted upon referral and placed under the care of a physician who shall be a member of the medical staff or who has temporary privileges according to the medical staff bylaws. Patients admitted to the hospital will go through the admission process coordinated by Clinical Resource Management.

The Patient Access Services (PAS) department is staffed 24 hours a day, seven days a week. Admission takes place in the general Patient Access Services area, the outpatient area, the Emergency Department or at the patient's bedside.



*Yakima Valley
Memorial Hospital*

Written Material Required Upon Admission

Policy:

It is the policy of Yakima Valley Memorial Hospital to give all patients at the time of registration hospital literature covering Authorization for Treatment (large print form), Patient's Rights and Responsibilities, hospital services, information on Advance Directives and general hospital policies, Understanding your Hospital Bill and Notice of Privacy Practices. This information is contained in an admission packet given to all patients at the time of admission.



Yakima Valley
Memorial Hospital

Patient Rights and Responsibilities

Policy:

Patients have a fundamental right to considerate care that safeguards their personal dignity and respects their cultural, psychosocial and spiritual values. These values often influence patients' perception of care and illness. Understanding and respecting these values guides us in meeting the patients' care needs and preferences.

Each patient will receive a copy of Patient Rights and Responsibilities upon admission. A copy is also provided in the Guide to Patient Services and Information booklet.

Outpatients will receive a copy of the Patient Rights and Responsibilities at the time of registration. Outpatient service departments utilizing the direct patient check-in process will provide the Patient Rights and Responsibilities to outpatients.



Yakima Valley
Memorial Hospital

Notice of Privacy Practices for Obtaining a Written Acknowledgement of Receipt at Direct Patient Check-In Service Departments

Policy:

Each patient, except newborn admits, receiving services at Yakima Valley Memorial Hospital or its locations on or after April 14, 2003 will be issued a Notice of Privacy Practices. Every effort will be made to obtain the patient's written acknowledgement of the receipt upon registration or as soon as possible after registration for those cases when the patient is unable to sign at the time of registration.



Yakima Valley
Memorial Hospital

Authorization for Treatment

Policy:

All Registration Services personnel will be familiar with the terms of the Authorization for Treatment form. All patients will sign an authorization form upon registering as a patient at Yakima Valley Memorial Hospital.

Authorization for Treatment:

Every patient has a legal right to decide upon the medical treatment he/she is to be given. Therefore, every patient who is admitted to the hospital must sign an Authorization for Treatment form granting consent for hospital services prior to medical treatment, except in the event of an emergency. In the event that the patient's medical/mental condition does not allow the patient to sign, the patient's legal representative may sign. If the patient cannot sign the Authorization for Treatment form and does not have a legal representative, the staff member registering the patient should indicate the condition that prohibits obtaining the signature. The Authorization for Treatment form will be witnessed and dated.

If the patient is capable of providing oral consent, the oral consent will be documented and witnessed by two hospital employees.

The following are the terms of the Authorization for Treatment:

- **Consent to medical and surgical procedures:** Allows YVMH personnel to perform tests and procedures ordered by the physician, such as laboratory procedures, x-ray examinations or other hospital services. No promises or guarantees are made to the patient as a result of treatment or examination in the hospital.
- **Legal relationship between hospital and physician:** All physicians providing services are not employed by the YVMH. The physicians are responsible for giving information to the patient regarding treatment and procedures needed.
- **Release of information:** Allows YVMH to release information for billing purposes to the insurance company or government payor and to the patient's employer if the condition is claimed to be job related.
- **Financial agreement:** The balance of the account is due in full at the time of service. The hospital will extend credit according to the hospital's credit policy. The patient will be responsible for any portion of the bill not covered by a third-party payor and will be responsible for additional fees should the account be referred for collection. Allows

YVMH to release information for billing purposes and to collect direct reimbursement for hospital charges. YVMH provides charity care for those who qualify.

- **Personal valuables:** YVMH is not responsible for personal valuables of the patient. Advise the patient to send all valuables home with family members if possible or to place small valuables in the hospital safe.
- **Teaching hospital:** YVMH is a teaching hospital; therefore, medical, nursing and other students may observe during phases of treatment, and in accordance with the wishes of their physician, the patient may be treated by a physician resident(s).
- **Photographs and videotapes:** May be taken in connection with the patient's diagnosis, care and treatment and be used for documentation for care for purposes of medical study, research and education.



*Yakima Valley
Memorial Hospital*

Mental Health Advance Directives

Policy:

Yakima Valley Memorial Hospital recognizes the patient's right to develop a Mental Health Advance Directive and the facility's responsibility to act in accordance with the document whenever the terms of the directive do not impede patient recovery (RCW 71.32.150).