

<i>Title</i>	Admission Policy	<i>Policy No.</i>	200.2.162
<i>Department</i>	Patient Care	<i>Page No.</i>	1 of 2
<i>Approved By</i>	Chief Nursing Officer	<i>Effective Date</i>	1/24/2020
<i>Last Review</i>	1/24/2020	<i>Next Review</i>	1/24/2023

## SCOPE

This policy applies to all PeaceHealth settings and services:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Cottage Grove Medical Center | <input type="checkbox"/> Peace Island Medical Center      | <input type="checkbox"/> St. John Medical Center              |
| <input type="checkbox"/> Ketchikan Medical Center     | <input type="checkbox"/> Sacred Heart River Bend          | <input checked="" type="checkbox"/> St. Joseph Medical Center |
| <input type="checkbox"/> Peace Harbor Medical Center  | <input type="checkbox"/> Sacred Heart University District | <input type="checkbox"/> United General Medical Center        |
| <input type="checkbox"/> PeaceHealth Medical Group    | <input type="checkbox"/> Southwest Medical Center         | <input type="checkbox"/> System Services Center               |
| <input type="checkbox"/> PeaceHealth at Home          | <input type="checkbox"/> PeaceHealth Labs                 | <input type="checkbox"/> Ketchikan Long Term Care             |

## PURPOSE

The purpose of this policy is to establish policy for admitting or registering a patient for services, and to ensure that any individual seeking care, treatment or participation in programs, services and activities at PeaceHealth St. Joseph Hospital or Peace Island Medical Center, or other entities within the Northwest Network, is not discriminated against.

## POLICY

In accordance with PeaceHealth job descriptions, admissions shall be carried out in an approved, standardized sequence in order to accomplish safe, organized patient care.

### Requirements:

1. A patient may be admitted to the Hospital by order of a Medical Staff member who has specifically been granted admitting privileges or by an Allied Health Professional who has specifically been granted admitting privileges as per Medical Staff Bylaws.
2. Admitting will identify patient per Patient Identification Procedure 900.2.122 and place identification band on patient.
3. All patients will:
  - 3.1. Have an appropriate medical record initiated.
  - 3.2. Receive Conditions of Treatment Form.
  - 3.3. For every inpatient who has Medicare or Managed Medicare as an insurance, whether primary, secondary, or tertiary, and regardless of age, will receive “An Important Message from Medicare” form.

- 3.4. Be assessed to determine whether any type of interpreter services is requested or required.
- 3.5. Be asked if they have an Advance Directive and be offered information about formulating an Advance Directive if they do not have one (note: there is NO requirement for a patient to have an advance directive).
- 3.6. Receive notification of their patient rights.
- 3.7. Receive information about HIPAA upon initial visit to the facility.
- 3.8. Have an admission assessment per Nursing Documentation procedure 200.2.150.

## **HELP**

Further information may be obtained by contacting your Manager or the House Manager.

## **RELATED MATERIAL**

Mental Health Professional Suicide, Homicide and Grave Disability Assessment Policy 200.3.180  
Mental Health Professional Suicide, Homicide and Grave Disability Assessment Procedure 200.3.181

Admission to East Tower Pre-op Holding Area Job Aid 303.30.6

Admission: Hospice Patient WR.359.38

Abandoned Newborn: Infant Safe Haven 200.2.132

Admission of Patient from Pacific Rim Surgical Center to St. Joseph Hospital WR.387.191

Admission-Direct: Cardiac Monitored Patients from Other Facilities WR.387.51

Admission from Canadian Hospitals to St. Joseph Hospital WR.387.52

Nursing Documentation procedure 200.2.150

Observation Status Requirements-Government Payers CLS-0484

Patient Identification Procedure 900.2.122

## **APPROVALS**

### **Initial Approval:**

VP Patient Care Designee approved on May 01, 2006

### **Subsequent Review/Revision(s):**

Chief Nursing Officer approved revisions November 01, 2013

Chief Nursing Officer approved revisions September 25, 2017

Chief Nursing Officer approved revisions January 24, 2020

*For a complete history of collaborations and approvals, please check Workflow History or contact your policy coordinator.*