



Origination: 03/2014
Last Approved: 07/2018
Last Revised: 03/2015
Next Review: 07/2019
Owner: *Jennifer Goodwin: Director of Revenue Cycle Operations*
Policy Area: *Registration Policies*
References:

Jefferson Healthcare Admission Policy

POLICY:

It is the goal to provide satisfying admissions processes for all patients admitted to Jefferson Healthcare

PURPOSE:

To standardize and assure quality in the hospital admissions process

SCOPE:

All patient admission areas in the Jefferson Healthcare organization

DEFINITIONS:

Admission: The formal acceptance by the organization of a patient who is to be provided with room, board, continuous nursing service, and other institutional services while lodged in the institution

RESPONSIBILITY:

It is the responsibility of organizational leadership to facilitate structure for the admissions process that meets customer and regulatory requirements.

It is the responsibility of each area admitting patients to have standard work practices that are reliably followed and satisfying to the customer.

It is the responsibility of area leadership to manage and maintain policies that are effective for the steps in the admission process.

It is the responsibility of the staff admitting patients to know and use the standard work provided and to provide feedback to area leadership for ways to improve the process.

PROCEDURE

All patients will be queried about the existence of an advance directive. If the patient has no advance directive, information will be provided about advance directives at the time of admission (See Advance Directives policy).

All patients will be notified of the non discrimination policy and of their rights to be treated fairly (See Non-discrimination policy).

Financial and charity care assistance is available to those in need and who meet requirements (See Charity Care/Sliding Fee Scale policy).

Information about all patient rights will be given prior to care being administered or discontinued.

Patients will be informed regarding financial agreements as they pertain to the care being provided.

Consent for care will be obtained prior to providing said care.

Patients will be notified of privacy practices during the admission process.

RECORDS REQUIRED:

Records of patient admissions processes are kept in the patient's medical record.

REFERENCES:

Washington State Department of Health, Accounting and Reporting Manual for Hospitals 2014

Supporting Documents:

REFERENCED DOCUMENTS:

Reference Type	Title	Notes
----------------	-------	-------

Attachments:

No Attachments

Approval Signatures

Approver	Date
Hilary Whittington: CFO	07/2018
Jennifer Goodwin: Director of Revenue Cycle Operations	07/2018
Jennifer Goodwin: Director of Revenue Cycle Operations	07/2018

Applicability

Jefferson Healthcare