

Lincoln County Public Hospital District No. 1 d.b.a.  
Odessa Memorial Healthcare Center

DEPARTMENT: Admissions  
TITLE: Admission Policy  
REVIEWED/REVISED: February 2021  
*This policy supersedes all previous policies*

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### **Policy:**

To provide inpatient and outpatient care and services on a nondiscriminatory basis. All patients being admitted will receive medical services without regard to 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.

If you are a Medicare patient you will be asked questions regarding Medicare as a Secondary Payor. Medicare requires that we ask these questions to make sure the correct insurance is being billed for your services.

### **Services Offered:**

- Lab
- Radiology
- Electrocardiogram
- IV Infusions
- 24-hour ER
- Physical Therapy
- Occupational Therapy
- Speech Therapy, upon request
- Massage Therapy
- Nutritional Consultation with Registered Dietitian
- Social Services
- Acute Care
- Certified Swing Bed Services
- Long-term Swing Bed Services

### **Outpatient Services**

Once orders are received (brought in or faxed by provider) you will be registered. Federal regulations require hospital personnel to inquire as to the presence of an Advance Directive the first time the patient presents for outside services. This includes a Living Will or Durable Power of Attorney, with a health clause. Information on Advance Directives is provided to every patient upon admission if the patient does not already have Advanced Directives. Patient rights/responsibilities, privacy rights, Advance Directive questionnaire and consent to treat/agreement to pay forms are electronically signed.

### **Acute Care**

Upon admission to acute care, you will be assigned a room and the admitting process will begin. Federal regulations require hospital personnel to inquire as to the presence of an Advance Directive. This includes a Living Will or Durable Power of Attorney, with a health clause. Information on Advance Directives is provided to every patient upon

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admission if the patient does not already have Advanced Directives. You will be offered the patient rights and privacy rights brochures, charity care policy, non-disclosure policy, and Medicare patients will receive: Important Message from Medicare.

The following will need to be signed:

- Consent to treat/agreement to pay
- HIPAA Notice of Privacy Practices
- Patient Rights & Responsibility Notice (as appropriate)
- HIPAA authorization to release health information to family and friends (as appropriate)
- Immunization/vaccination forms

Nurses and/or technicians will interview you by asking questions about your health including identifying home medications. It is important that you bring a medications list with you. Sometimes questions are asked more than one time, to ensure accurate information. These questions may concern your diet, allergies, personal habits, and other factors, which will apply specifically to the care you receive. This information is extremely important and will be kept in strict confidence. We appreciate your cooperation in providing detailed answers to these questions.

Please feel free to ask our staff any questions that you may have about our hospital, the care you receive, or any procedures. We will try to provide you with room accommodations of your choice; however, accommodations you prefer might not be immediately available due to physician requests, special treatment procedures, or the medical needs of other patients.

Upon discharge, the physician will provide discharge orders, which the nurse will then explain to the patient. Follow-up appointments, especially at the Odessa Clinic can be made prior to the patient leaving. A dictated discharge summary should be done as timely as possible.

#### **Certified Swing Bed Services**

Following a recent (within 30 days) hospital stay of three midnights or more for a surgical condition or extended illness you may be admitted for rehabilitation services. Your doctor will recommend extended stay for you to gain strength before returning home. Skilled nursing, physical therapy, and occupation therapy may be necessary to help you with your goal of returning to your prior ability.

#### **Long-term Swing Bed Services**

You may have a loved one who is no longer able to care for themselves in their home. We offer long-term swing beds as a safe, clean, caring environment where we meet the needs of our aging community members. Our Social Services Department will assist you with information regarding this service.

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**Quail Court Assisted Living**

We also offer an Assisted Living Facility option for patients who are able to live with semi-independence. This too is a clean, caring environment that is an option for you or your loved ones.