

POLICY/PROCEDURE

Department: Admissions

Title: Admission Policy

Original Date: March 2014

Reviewed/Revised Date:

Admission Policy & Process

Admission Policy

Odessa Memorial Healthcare Center provides 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.

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. Patient rights/responsibilities and privacy rights are offered and consent to treat/agreement to pay form is 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 admission. You will be offered the patient rights and privacy rights brochures, 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

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

POLICY/PROCEDURE

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- 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 3 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.

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.

Lincoln County Public Hospital District No. 1 d.b.a.
Odessa Memorial Healthcare Center
Department: Social Services
Title: Resident Rights and Patient Bill of Rights
Reviewed/Revised: March 2014

I PURPOSE:

To insure that each resident and /or surrogate is informed of their right to a dignified existence and communicate with individuals and their representatives of their choice and the facility will protect and promote these rights.

II POLICIES:

Social Services staff is ultimately responsible for notifying each resident and or surrogate of their rights while in this facility.

III PROCEDURES:

- Within 24 hours of admit, the Licensed Nurse or Social Service staff will review the Resident Rights and Patient Bill of Rights with each resident and/or surrogate. Staff will answer any questions or concerns the resident and/or surrogate may have at that time.
- Resident and/or surrogate will sign the Resident Rights form and Patient Bill of Rights form, the staff member will date and sign the forms, and then the form will be placed in the Resident's medical chart.
- Resident and/or surrogate will receive a copy of the **Resident and Family Handbook** which contains a copy of the Resident Rights and Patient Bill of Rights forms the resident just signed.
- At each Care Plan Conference, the Resident Rights and Patient Bill of Rights will be reviewed with the resident and the representative. Also Social Service staff will inform the resident/family that Odessa Memorial Healthcare Center is a public hospital district and not a physician-owned institution. We do not have an on-site medical provider 24 hours a day, seven days a week. If your medical needs require the medical provider presence, there is an on-call physician available within 20 minutes. This information will be placed in the resident's chart or in the electronic health record under the care plan notes.