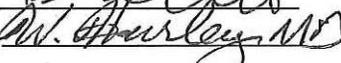


<p style="text-align: center;">SUMMIT PACIFIC - MEDICAL CENTER - 600 E Main Street Elma WA 98541</p>	<p>Title: Admitting Process Department: Nursing Pages: 2</p>
<p>Effective Date: 03/04/2014 Revised:</p>	<p>Cross Reference Department:</p>
<p>Approval: _____</p> <p>CNO Signature </p> <p>CMO Signature </p> <p>Author name Nicki Cambern, Nurse Manager</p>	<p>Date document scanned into system:</p>

Purpose: To establish guidelines for hospital admissions.

Applicability: All staff involved in the admission of patients to Summit Pacific Medical Center (SPMC)

Responsibility: It is the responsibility of the Chief Nursing Officer and the Nurse Manager to ensure the enforcement of this policy.

Policy:

- Summit Pacific Medical Center will not refuse admission of any patient on the bases of race, national origin, religion, sex, sexual orientation, gender identity, disability, or sources of payment of care.
- Patients may be admitted to SPMC by the Hospitalist on duty at their Primary Care Provider's (PCP) request.
- If the patient does not have a PCP they may present to the Emergency Department (ED) for admission by the Hospitalist on duty at the request of the ED physician.

Procedure:

- The patient's PCP will notify the Hospitalist or Charge Nurse of the admission.
- The Charge Nurse will notify the Healthcare Unit Coordinator (HUC) of Patient name, Patient type, attending physician, room number and admitting diagnosis.

The HUC will:

- Introduce herself/himself to the patient.
- The HUC will, get name, DOB and enter the patient into Tech Time.

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- Enter the patient's demographic and insurance information, the admitting physician and the diagnosis completely and accurately in the computer system.
- If the patient's demographic and insurance information is present in the computer system, verify all information and update as needed. Follow the appropriate form on the computer screen.
- Add any notes applicable.
- Obtain the patient's insurance information and the patient spouse's insurance information if applicable. Obtain Photo Identification, scan insurance information, Photo ID and any other information if applicable.
- Obtain employment information.
- If patient has Medicare or a Medicare HMO and patient is being admitted as an Inpatient, print 2 copies of the Important Message from Medicare and make sure patient or family member signs and receives copy.
- Review the Consent for Treatment with the patient.
- Have the patient or patient's legal representative sign the Consent for Treatment. Legal guardians must produce legal documentation. A minor under the age of 18 must have a parent sign for treatment. There are exception to this. Please follow state law.
- The HUC will give a copy of the Consent for Treatment to the patient.
- Ask all patients 18 years or older if they have an advance directive. If they have one, put it in patients chart.
- The Admitting Clerk will give the patient a HIPPA Notice of Privacy Practice. and a Friends, Family, Visitor Notification.
- Reiterate to the patient that any valuable should be sent home with family members or be kept in the hospital safe. (See Patient Valuable Policy and Procedure)
- The computer will generate the Admission Summary Sheet (face sheet) and Consent for Treatment
- The HUC will print and place a wristband on the patient's wrist after verifying the patient's identify using 2 identifiers.
- The HUC will take all completed and signed paperwork to the Nurses station and assemble their chart.

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