SCOPE  This procedure applies to all employees whose terms and conditions of employment are administered by Cascade Valley Hospital and Clinics.

PROCEDURE  All patients receiving services at CVH will be registered using one of the following admitting functions:

INPATIENT (IN)  A patient who is assigned a room and bed and receives automatic room/bed charges.

OBSERVATION (INO)  An outpatient who is assigned a room and bed, but does not receive an automatic room/bed charge.

RECURRING (RCR)  An outpatient who returns to the hospital more than two times for related treatments (a series patient). Examples: Oncology, Recurring meds. Initial visit of the month is assigned a new account number, subsequent visits are entered under "revisit" function. The same account number is used for an entire month. See also 53-3-03.

REFERRED (REF)  Used to register CLIENTS (See Procedure 53-3-46) and Diabetes Education MNT patients.

EMERGENCY (ER)  An outpatient who comes to the hospital unscheduled and is treated in the emergency room.

SURGICAL DAY CARE (SDC)  A patient who visits the hospital for outpatient surgery.

CLINICAL (CLI)  Used for outpatient visits (Lab, Radiology, Respiratory Therapy, Same Day Procedure, NST, OB Check).

NEWBORN  A newborn baby patient who is assigned a nursery room bed and receives automatic nursery charges.

*NOTE*: Stillborn births will not have a V# issued.