SCOPE

This policy applies to all PeaceHealth settings and services:

☐ Cottage Grove Medical Center  ☐ Peace Island Medical Center  ☐ St. John Medical Center
☐ Ketchikan Medical Center  ☐ Sacred Heart River Bend  ☒ St. Joseph Medical Center
☐ Peace Harbor Medical Center  ☐ Sacred Heart University District  ☐ United General Medical Center
☐ PeaceHealth Medical Group  ☐ Southwest Medical Center  ☐ System Services Center
☐ PeaceHealth at Home  ☐ PeaceHealth Labs  ☐ Ketchikan Long Term Care

PURPOSE

The purpose of this policy is to establish policy for admitting or registering a patient for services, and to ensure that any individual seeking care, treatment or participation in programs, services and activities at PeaceHealth St. Joseph Hospital or Peace Island Medical Center, or other entities within the Northwest Network, is not discriminated against.

POLICY

In accordance with PeaceHealth job descriptions, admissions shall be carried out in an approved, standardized sequence in order to accomplish safe, organized patient care.

Requirements:

1. A patient may be admitted to the Hospital by order of a Medical Staff member who has specifically been granted admitting privileges or by an Allied Health Professional who has specifically been granted admitting privileges as per Medical Staff Bylaws.

2. Admitting will identify patient per Patient Identification Procedure 900.2.122 and place identification band on patient.

3. All patients will:
   3.1. Have an appropriate medical record initiated.
   3.2. Receive Conditions of Treatment Form.
   3.3. For every inpatient who has Medicare or Managed Medicare as an insurance, whether primary, secondary, or tertiary, and regardless of age, will receive “An Important Message from Medicare” form.
3.4. Be assessed to determine whether any type of interpreter services is requested or required.

3.5. Be asked if they have an Advance Directive and be offered information about formulating an Advance Directive if they do not have one (note: there is NO requirement for a patient to have an advance directive).

3.6. Receive notification of their patient rights.

3.7. Receive information about HIPAA upon initial visit to the facility.

3.8. Have an admission assessment per Nursing Documentation procedure 200.2.150.

HELP

Further information may be obtained by contacting your Manager or the House Manager.

RELATED MATERIAL

Mental Health Professional Suicide, Homicide and Grave Disability Assessment Policy 200.3.180
Mental Health Professional Suicide, Homicide and Grave Disability Assessment Procedure 200.3.181
Admission to East Tower Pre-op Holding Area Job Aid 303.30.6
Admission: Hospice Patient WR.359.38
Abandoned Newborn: Infant Safe Haven 200.2.132
Admission of Patient from Pacific Rim Surgical Center to St. Joseph Hospital WR.387.191
Admission-Direct: Cardiac Monitored Patients from Other Facilities WR.387.51
Admission from Canadian Hospitals to St. Joseph Hospital WR.387.52
Nursing Documentation procedure 200.2.150
Observation Status Requirements-Government Payers CLS-0484
Patient Identification Procedure 900.2.122

APPROVALS

Initial Approval:

VP Patient Care Designee approved on May 01, 2006

Subsequent Review/Revision(s):

Chief Nursing Officer approved revisions November 01, 2013
Chief Nursing Officer approved revisions September 25, 2017
Chief Nursing Officer approved revisions January 24, 2020

For a complete history of collaborations and approvals, please check Workflow History or contact your policy coordinator.