Process to Receive Transfers and Admissions, 8610-B-7

POLICY:

To facilitate a streamlined process for the receipt of transfers and admissions minimizing phone calls and wait times. Consideration will be given to bed availability and staffing to ensure safety is maintained.

DAILY PROCEDURE:

The patient census will be accessed frequently. The CNO or designee will round to nursing units to determine the number of anticipated discharges unit to unit and transfers (bumps).

HEALTHCARE PROVIDER BED REQUEST PROCEDURES:

PRIOR TO ACCEPTING TRANSFER/ADMISSION: Review Process to Receive Transfers/Direct Admits attachment

Bed Admission Accepted:

1. The House Supervisor takes report from the admitting Healthcare Provider or his or her nurse. The following information will be obtained:
   a. Name of patient
   b. Date of birth
   c. Diagnosis
   d. Mode of arrival (ambulance or private vehicle)
   e. Special needs of the patient
   f. How admitting orders will arrive

2. The House Supervisor will then call the requested unit and relay the information obtained in steps 1.a-f to the Charge Nurse or designee.

3. The Charge Nurse, in conjunction with the House Supervisor, will appropriately assign the patient a bed in the requested unit based on the following information:
   a. Needs of patient
   b. Nurse patient load and available beds.
4. The following patient information is relayed to Admitting:
   a. Name of patient
   b. Date of birth
   c. Admitting Healthcare Provider
   d. Diagnosis
   e. Room number
   f. Mode of transportation

If the Admission is Not Accepted Due to Capacity Issues:

1. The House Supervisor will assist the referring Healthcare Provider to obtain care for his patient, i.e.:
   a. Transfer to another hospital,
   b. Treat at home and re-evaluate to see if the admission is still needed when a bed becomes available, or
   c. Transport to Samaritan Healthcare Emergency Department.

2. The information is recorded in the Care Management Transfer Log.


Attachments:

Approval Signatures

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<thead>
<tr>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Janet Sternberg: CNO</td>
<td>8/13/2019</td>
</tr>
<tr>
<td>Melissa Farris: Executive Director of Nursing</td>
<td>8/12/2019</td>
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