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Last 6/26/2024
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Owner Tanya Shanks-Connors: CNO PHSW
Area Nursing
Applicability PeaceHealth Southwest Medical Center
Tags Policy

Admission Policy

SCOPE

This policy applies to PeaceHealth Southwest Medical Center.

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 Southwest is not discriminated against.

POLICY

As a recipient of Federal financial assistance, PeaceHealth does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, marital status, or disability, in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by PeaceHealth directly or through a contractor or any other entity with which PeaceHealth arranges to carry out its programs and activities.

Additionally, PeaceHealth receives the patient and family into the system in such a manner that he/she feels welcome and secure, and that their comfort, safety, bio-psychosocial, cultural, financial, and spiritual needs are addressed.

Requirements:

1. A patient will be admitted to the PeaceHealth Southwest 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. Patient Access will identify patient per Patient Identification procedure # 900.2.122 and place identification band on patient and process valuables per Patient Belongings Control # 101.356.59.
 3. **All patients will:**
 - a. Have an appropriate medical record initiated;
 - b. Receive Conditions of Service Form;
 - c. For every patient who has Medicare or a Managed Medicare as any insurance, primary, secondary, or tertiary, regardless of age, will receive "An Important Message from Medicare" form;
 - d. Be assessed to determine whether any time of interpreter services are requested or required;
 - e. 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).
 - f. Receive notification of their patient rights.
 - g. Receive information about HIPPA upon initial visit to the facility.
 - h. Have an admission assessment per the appropriate department Standard of Care.

HELP

Further guidance may be obtained by contacting your Manager or the Administrative Manager.

RELATED MATERIAL

Policies:

- [Advance Directives Policy](#)
- [Bed Management and Staffing Scope of Service](#)
- [Important Message from Medicare](#)
- [Medicare Observation Status](#)
- [Patient Rights and Responsibilities Policy](#)
- [Patient Rights and Responsibilities Procedure](#)
- [Safe Place for Newborns](#)
- [Utilization Management Committee Plan](#)

Formerly known as document number 150.2.313

All Revision Dates

6/26/2024, 4/29/2015, 1/9/2014

Approval Signatures

Step Description	Approver	Date
SWMC CNO	Tanya Shanks-Connors : CNO PHSW	6/26/2024
SWMC Policy Committee	Lee Cushway: Dir Nursing	6/19/2024
SWMC Director of Nursing	Vernon Bartholomew: Dir Nursing	6/19/2024
	Tanya Shanks-Connors : CNO PHSW	6/12/2024

Applicability

PeaceHealth Southwest Medical Center

Standards

No standards are associated with this document