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Owner Abby Smith:
Chief Financial
Officer
Policy Area Admitting

Admitting Department Policy & Procedure

Purpose

This document describes the policy and procedure for admitting a patient to the hospital. This policy is a Department of Health (DOH) requirement.

Applicability

Whitman Hospital & Medical Clinics (WHMC) personnel, including employees and contracted staff

Policy

Personnel will provide care to all patients in a safe manner that respects, protects, and promotes patient rights regardless of their age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender identity or expression, disability, veteran or military status, or any other basis prohibited by Federal, State or local law.

There are no distinctions in eligibility for receiving any patient care services. WHMC facilities are available to all patients and visitors. Individuals and organizations having occasioned to refer patients for admitting or recommend WHMC are advised to do so within WHMC's policy to provide quality health care to all persons.

Procedure

1. Admitting a patient to the hospital can occur through the emergency department, surgery or same day services department, or may be a direct admit through one of WHMC's clinics. Direct admit patients require that the patient has been seen by a provider within 24 hours. The admitting procedure is conducted in a consistent manner throughout the facility.
2. The admitting process at WHMC requires identification of the patient utilizing at least two patient identifiers to ensure the correct patient is selected when entering into medical care and

treatment. The admission process must be documented within the electronic medical record (EMR) beginning with the patient admission and signing of appropriate documents. The WHMC non-discrimination policy must be followed throughout the entire patient encounter within WHMC.

3. Patients must be queried about the existence of an advance directive and information must be provided about advance directives during the clinical admitting process. The admitting nurse completes this information and documents the presence and intent of an advance directive in the electronic medical record (EMR). Referrals must be made as indicated.
4. During the admitting process, admitting personnel must provide notices about financial assistance and charity care, patient's rights and responsibilities, financial agreement, and consent for treatment along with the notice of privacy practices.

When this policy is approved, the Admitting Office manager must transmit a copy to the Manager of Administrative Services who must ensure the policy is posted on the WHMC website.

The Manager of Administrative Services must also transmit a copy to the Washington State Department of Health (DOH) website by emailing a copy to: HospitalPolicies@doh.wa.gov.

Approval

Policy was approved by the board on July 21, 2021.

Approval Signatures

Step Description	Approver	Date
	Abby Smith: Chief Financial Officer	2/17/2025, 5:11PM EST
	Julie Sevedge: Manager of Admitting	2/14/2025, 1:52PM EST