



## 11.01 - Admissions at Olympic Medical Center

| Group          | Process      | Approved Date |
|----------------|--------------|---------------|
| Administrative | Patient Care | 3/31/2021     |

Note: Printed copies are for reference only. Please refer to SharePoint for the latest version.

### PURPOSE

To ensure that all patients admitted to the hospital are treated in a nondiscriminatory manner, respectful of patient rights, and consistent with applicable State and Federal law.

### POLICY

Olympic Medical Center is dedicated to providing services to patients in a safe manner that respects, protects, and promotes patient rights taking into consideration the patients' physical, emotional, and medical needs. Patient admissions will be conducted free from discrimination based on 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.

All individuals have access to emergency care twenty-four hours a day.

Inpatient admissions are permitted only with orders from a provider who has Olympic Medical Center medical staff admitting privileges. Consideration must be given to the Hospital's capabilities, as well as availability of staffing and space.

During admission and through their visit patients will be treated with respect and courtesy. Their rights, privileges, and decisions shall be acknowledged and honored within the capabilities of the Hospital. Consideration shall be given for their comfort, health, and safety.

Patients (or their legally authorized representative) will be provided with essential information as required by law. Information on the following will be made available during the admission process:

- Patient Rights and Responsibilities
- Notice of Privacy Practices
- Advanced Directives\*
- Financial Assistance
- Consent for Treatment
- Contact Information for Grievances

\* *Patients will be queried about the existence of their advanced directives for information and documentation in the medical record.*

Assistance or accommodations for those with disabilities will be provided to the extent of the Hospital's resources and in compliance with the Americans with Disabilities Act. Language interpretative services will be made available for non-English speaking patients. Sign language interpretative services will be made available for hearing impaired patients, as requested.


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Patients are to be admitted and discharged in a safe manner, taking into consideration their physical and medical needs. The decision as to the mode of transport rests with the admitting or discharging nurse. Any questions regarding mode of transport may be referred to the nursing supervisor.

**Admin Policy References:**

- 11.13 - Accepting Acute Care Patients
- 11.13.01 - Patient Screening & Treatment for Acute Care
- 11.13.02 - Transfer of Patient for Acute Care
- 11.14 - High Census Periods/Diversion
- 11.05 - Patient Rights and Responsibilities
- 11.12 - Advance Directives
- 11.30 - Consents
- 10.11 - Americans with Disabilities Act (ADA)
- 9.03 – Financial Assistance Program

**NOTE:** “This policy addresses access to care, admissions, nondiscrimination, and reproductive health care. Any changes or updates should be compliant with current law ([WAC 246-320-141\(6\)](#)). It must be submitted to the state by Risk and Compliance within 30 days of any change.”

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| <b>Approval &amp; Review Tracking:</b>   |   | <b>Next Review: 3/31/2024</b> |
| <b>Approved By:</b>  |   | 4/20/2021                     |
|  Darryl J. Wolfe<br><hr/> Chief Executive Officer<br>Signed by: Darryl Wolfe<br><hr/> <b>Darryl Wolfe</b> |   |                               |
| <b>Reviewed by:<br/>(Name/Date)</b>  | 02/84, 08/84, 02/90, 02/96, 12/98; 04/99, 06/02, 10/07, 02/12, 02/13, 3/16 by: L. Jenny, 03/88, 01/90, 04/93, 04/99, 04/02; 04/05; 3/14 D. Davison<br>D. Maden Transition Next review date change to 3/31/2020<br>No changes: L. Jenny, 10/2020; D. Davison, 3/2021 |                               |
| <b>Committees Review</b>   | [Committee 1]   | [Review 1]                    |
|  | [Committee 2]   | [Review 2]                    |
|  | [Committee 3]   | [Review 3]                    |
|  | [Committee 4]   | [Review 4]                    |