

Status **Active** PolicyStat ID **13018672**



Origination 5/31/2006
Last 1/31/2023
Approved
Effective 1/31/2023

Owner Catherine
Jennifer Moyes:
Dir Nursing
Area Nursing
Applicability PeaceHealth St
Joseph Medical
Center
Tags Policy

Admission Policy

SCOPE

PeaceHealth St. Joseph 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 St. Joseph Medical Center 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.

1. 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* (see Related Material section) and place identification band on patient.

a. All Patients Will:

1. Have an appropriate medical record initiated.

2. Receive Conditions of Treatment Form.
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.
4. Be assessed to determine whether any type of interpreter services is requested or required.
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).
6. Receive notification of their patient rights.
7. Receive information about HIPAA upon initial visit to the facility.
8. Have an admission assessment per *Nursing Documentation Procedure* (see Related Material section).

HELP

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

RELATED MATERIAL

Job Aids:

- Admission to the Pre-Operative Care Holding Area Job Aid (see Attachments)

Policies:

- [Abandoned Newborn: Infant Safe Haven Policy](#)
- [Admission-Direct: Cardiac Monitored Patients from Other Facilities](#)
- [Admission from Canadian Hospitals to St. Joseph Hospital](#)
- [Admission: Hospice Patient in the Hospital](#)
- [Admission of Patient from Pacific Rim Surgical Center to St. Joseph Hospital](#)
- [Mental Health Professional Suicide, Homicide and Grave Disability Assessment Policy](#)
- [Mental Health Professional Suicide, Homicide and Grave Disability Assessment Procedure](#)
- [Nursing Documentation Policy](#)
- [Nursing Documentation Procedure](#)
- [Medicare Observation Status Policy](#)
- [Patient Identification Policy](#)
- [Patient Identification Procedure](#)

Formerly known as document number 200.2.162

Attachments

[Admission to the Pre-Operative Care Holding Area Job Aid](#)

Approval Signatures

| Step Description | Approver | Date |
|------------------|---------------------------------------|-----------|
| CNO Northwest | Roseanna Bell: CNO Northwest | 1/31/2023 |
| | Catherine Jennifer Moyes: Dir Nursing | 1/31/2023 |