

**CASCADE VALLEY HOSPITAL AND CLINICS  
POLICY & PROCEDURE**

NUMBER: 53-3-001		DATE EFFECTIVE: 12/90	
TITLE: Admission of Patients	APPROVAL SIGNATURE:		
	REVIEW DATE	REVISE DATE	SIGNATURE
DIVISION: CVH DEPARTMENT: Registration	12/04		
ROUTE TO: Registration	12/07	12/07	
	12/10	12/10	
CROSS REFERENCE: 53-3-03, 53-3-46	12/13		
	6/14	6/14	

**SCOPE** This procedure applies to all employees whose terms and conditions of employment are administered by Cascade Valley Hospital and Clinics.

**PROCEDURE** All patients receiving services at CVH will be registered using one of the following admitting functions:

- INPATIENT (IN)** A patient who is assigned a room and bed and receives automatic room/bed charges.
- OBSERVATION (INO)** An outpatient who is assigned a room and bed, but does not receive an automatic room/bed charge.
- RECURRING (RCR)** An outpatient who returns to the hospital more than two times for related treatments (a series patient). Examples: Oncology, Recurring meds. Initial visit of the month is assigned a new account number, subsequent visits are entered under "revisit" function. The same account number is used for an entire month. See also 53-3-03.
- REFERRED (REF)** Used to register CLIENTS (See Procedure 53-3-46) and Diabetes Education MNT patients.
- EMERGENCY (ER)** An outpatient who comes to the hospital unscheduled and is treated in the emergency room.
- SURGICAL DAY CARE (SDC)**  
A patient who visits the hospital for outpatient surgery.
- CLINICAL (CLI)** Used for outpatient visits (Lab, Radiology, Respiratory Therapy, Same Day Procedure, NST, OB Check).
- ||NEWBORN** ||A newborn baby patient who is assigned a nursery room bed and ||receives automatic nursery charges.  
||\*NOTE\*: Stillborn births will not have a V# issued.