

Rehabilitation Hospital

POLICY SECTION: **Leadership**
POLICY TITLE: **ADMISSION PROCESS**
POLICY NUMBER: **LD 180**

Effective Date: **5/8/2018**
Review Date:
Revised Date:

POLICY

The Admission Process is reviewed and monitored to assure efficient patient flow throughout the hospital.

PROCEDURE

- Pre-admission screening is completed on all patients to identify:
 - The patient meets admission criteria
 - The special needs, if any, of the patient
- Admission meetings are held to communicate information about patients being admitted and discharged.
 - Admission meetings are held daily, Monday thru Friday.
 - Participants at the daily admission meetings include, but are not limited to, representatives from Nursing Management, i.e., CCO or designee, Area Director of Business Development, Admissions Coordinator, and others as needed.
 - Information communicated during the admission meeting includes:
 - Availability of bed space, including designated Brain Injury area
 - Safety of patient care, including any special equipment or other special needs of the patient
 - Support services, such as Pharmacy and Central supply needs
 - The anticipated bed assignment for the new admission is made during the admission meeting.
 - The admitting physician is contacted by a nursing staff member and notified of the arrival of the new admission.
 - Departments are notified of the pending admission via email, mail delivery, or other agreed upon mode of communication.
- The efficiency of the admission process is reviewed and monitored to determine opportunities for improvement, including, but not limited to:
 - The percent of referrals who were admitted
 - The availability of bed space, including designated Brain Injury area

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- Safety of patient care, including any special equipment or other special needs of the patient
- Support services, such as Pharmacy and Central Supply/Materials Management needs