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Owner Tiffany Keeton:
Acute Care/ER
manager
Policy Area Acute Care

Admission of a Patient

Policy:

Every effort will be made to provide health care in the local facility. The lack of specialized equipment, medical and/or nursing personnel may make it necessary to transfer a patient to another facility. Age, sex, ethnic background, creed or ability to pay will not be a limiting factor. All patients will be admitted by a member of the active medical staff.

Scope:

Business Office – Admitting Staff, Emergency Department, Medical Staff, Nursing Staff

Responsibilities:

The Nursing **Supervisor** will determine room assignments in accordance with the patient's admitting diagnosis, acuity of illness and age. The ward clerk will obtain pertinent clinic records. The **Registered Nurse** is to complete the nursing assessment and nursing care plan including the initiation of the discharge planning process; **Nursing Staff** will carry out the nursing measures and providers orders. The **Acute Care Manager** ensures compliance.

Control:

Acute Care Manager, CNO, Administrator, Board of Commissioners

Purpose:

- A. To ensure the patient a courteous welcome to the hospital.
- B. To help the patient make the transition from home to hospital.
- C. To give the patient confidence and allay his/her fears.

- D. To secure the safety of the patient and his/her belongings.
- E. To reassure patient's relatives and friends as to his/her care.
- F. To give equal consideration to patients of all races, creed, color, religion, national origin, sex, marital status, age, disability, sexual orientation or gender expression.

Procedure:

Equipment and Room Preparation:

- A. Bed (fan fold the covers back).
- B. Patient's gown or hospital gown.
- C. Patient care kit.
- D. Nursing care plan.
- E. Envelope for valuables, if needed.
- F. Blood pressure cuff and stethoscope, thermometer.
- G. Scales.
- H. Suction Equipment, oxygen supplies and IV Pump, if needed.
 - I. Identification bracelet with patient's name, ID number, DOB and doctor's name.
- J. Admission of new patients may be through the Business Office (Admitting) or Emergency Room.

Admission of a Patient:

- A. Admission of new patients may be through the Business Office (Admitting) or Emergency Room, or clinic.
- B. Assignment of room will be made by the Nursing Supervisor.
- C. Greet patient cheerfully; introduce yourself and other patient in the room.
- D. Help patient undress and put on hospital gown or own gown, as indicated by patient's condition and desire.
- E. Admission and assessment is completed by the Registered Nurse as soon as possible and no later than two hours of admit time. The admission forms include: age/departments appropriate History, age/departments appropriate admission assessment, home medications with Medication Reconciliation, Allergies, and MRDO history. For patients admitted for Same Day Surgery the Surgery Admission Assessment - Comprehensive form may be used. For patients admitted for local procedures, transfusions or infusions the Infusion Admission Assessment form may be used in addition to physical assessment.
- F. Weigh all patients able to stand. If unable to stand, use bed scales or W/C scale. If not appropriate then ask approximate weight. Ask for height. Document on appropriate intervention.
- G. Make patient comfortable in bed. Explain use of call system, side rails, telephone, and location of bathroom and light switches.

- H. Take patient's temperature, pulse, respiratory rate, blood pressure and oxygen saturation (for baseline).
- I. If patient not already wearing an identification bracelet, fasten patient identification and allergy band, if appropriate, to wrist, following appropriate verification procedures.
- J. Care of patient's clothing: Send as much as possible home.
 - 1. Send all wet or soiled clothes home with relatives if possible. Note disposition of clothing on the valuables/belongings ad hoc form.
 - 2. Store patient's clothing in closet that is assigned to his/her bed.
 - 3. The CNA is primarily responsible to complete the belongings list. The RN will assist as necessary. Print form when complete and have patient sign the valuable/belongings form to acknowledge they are releasing the hospital of liability for patient's valuables. Make a copy, one should be kept in the patient's record and one given to the patient.
- K. Check providers orders for prescribed/ordered treatments (be especially perceptive to those that need to be started immediately).
- L. Give each new patient needed patient care items.
- M. Give ice water **if allowed**.
- N. Make an effort to help the patient feel at home.
- O. Explain briefly the hospital routine.
- P. Adjust the light and temperature for comfort.
- Q. Be sure the patient has enough bed clothing to keep them warm.
- R. Adjust side rails as a safety measure, if necessary.
- S. Document vital signs, observations of patient's condition, patient's reaction to hospitalization and any treatments done, including the family's response, if applicable.

Care of valuables (see also Valuables policy):

- A. Encourage patient to send large amounts of money (over \$5.00) home with the family. Large amounts of money are not to be kept at the bedside.
- B. Patient will sign Admission: Valuables Disposition stating the hospital is not responsible for valuables. If unable to send valuables home, they are to be inventoried by two nurses and placed in the Patient Valuables Envelope (both nurses are to initial/sign the envelope).
****Narcotics should be counted and double signed by 2 RN'S and placed in pharmacy with proper identification label affixed and placed in pharmacy per protocols. Multiple meds are to be put in a white bag with label affixed and sent to pharmacy per protocol. NO medications are to be left at bedside with patient.**

Admission of the unresponsive patient:

- A. **Two** nurses shall list clothing and valuables. Both nurses must sign the Patient Belongings list and Patient Valuables envelope.
- B. Examine all articles carefully. Listings must be explicit and complete.

All Revision Dates

12/2024, 12/2021, 10/2020, 03/2019, 12/2016, 12/2015, 01/2012, 01/2012, 06/2010

Approval Signatures

Step Description	Approver	Date
	Randy Coffell: HR Director	12/2024
	Tiffany Keeton: Acute Care/ER manager	12/2024

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