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PeaceHealth  
St. John Medical Center

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Owner Sarah Cothren

Area Nursing

Applicability PeaceHealth St  
John Medical  
Center

Tags Policy

## Admission Policy

### PURPOSE

The purpose of this policy is to establish a policy relating to admission guidelines for patients.

### POLICY

In accordance with PeaceHealth job descriptions, admission shall be carried out in an approved, standardized sequence in order to accomplish safe, organized patient care.

#### 1. Requirements:

- a. All patients admitted to the hospital for medical services must have a physician order for admission and be admitted to an attending physician.
- b. Patients who are admitted as inpatient, observation, or ambulatory status will be registered by Admitting Department staff through patient and/or family interview in the Admitting Department or at the patient's bedside.
- c. Patients will be identified and name band placed in accordance with the **Patient Identification Policy** (see Related Material section).
- d. All admissions from any location, including the Emergency Department, outpatient clinics, and hospital transfers, are coordinated through the Nursing Supervisor in collaboration with the charge nurse/unit manager. Each of the following are considered when making a bed or room assignment:
  - Diagnosis
  - Infection control and isolation
  - Acuity and fall potential
  - Age, gender
  - Available nursing staff

- e. Decisions regarding placement and timing of the admission will be based on bed and patient care staff availability to meet patient care needs.
- f. Patients arriving from the Emergency department to Critical Care shall have patent IV access and be transported via stretcher with an ACLS certified RN and a cardiac monitor/defibrillator (see ***Transfer and Transport of Patients*** - see Related Material section).
- g. SBAR Report will be given to the receiving RN.

## 2. Upon Patient Arrival:

- a. Confirm admission orders.
- b. Verify identification by asking the patient two patient identifiers. Remove the Emergency Room ID band and replace with inpatient unit ID band. Confirm identifiers to name band, admission papers and patient chart labels. **See: *Patient Identification Policy*** (see Related Material section).
- c. Review and update patient's allergy status and attach allergy bracelet, if indicated.
- d. Place Fall Risk band and/or Allow Natural Death band if indicated per policy ***Resuscitation Treatment Plan / Code Status Procedure*** (see Related Material section).
- e. Initiate routine and STAT orders per ***Order Management Policy*** (Related Material section).
- f. Review medication reconciliation per policy. Complete or update as needed. (**See: *Medication Reconciliation Policy*** - Related Material section).
- g. Complete patient assessment per unit standards and policy ***Patient's Plan of Care Policy*** (see Related Material section).
- h. Account for patient's belongings in accordance with policy, ***Patient Belongings*** (see Related Material section). Encourage patient to send home any unnecessary belongings and medications. Any medications unable to be sent home shall be secured and stored in Pharmacy (see policy: ***Patient's Own Medications*** - Related Material section).
- i. Complete unit orientation for patient/family including:
  - Use of nurse call/intercom
  - Bed controls, TV and over-bed light
  - Location of closet and bathroom
  - Safety precautions, including fall prevention and isolation precautions as indicated specific to individual patient assessment needs.
  - Visitation expectations (see policy: ***Hospital Visitation Policy*** - see Related Material section).
  - Location of visitor waiting areas and bathrooms
  - Ordering meals through Guest Services

### 3. Documentation:

- a. Document patient arrival and unit orientation in the electronic medical record.
- b. Document completed general admission history in the electronic medical record

## HELP

Further information may be obtained by contacting the Nurse Manager or Educator.

## RELATED MATERIAL

### Policies:

- Admissions from Emergency Department to Hospital
- Behavioral Health Inpatient Unit Admission Criteria
- Hospital Visitation Policy
- Medication Reconciliation Policy
- Patient Belongings
- Patient Identification Policy
- Patient's Own Medication Policy
- Patient's Plan of Care Policy
- Order Management Policy
- Resuscitation Treatment Plan / Code Status Procedure
- Transfer and Transport of Patients

Formerly known as document number 100.3.175

### All Revision Dates

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### Approval Signatures

Step Description	Approver	Date
STJN CNO	Wendy Dennis: CNO St John Medical Center	5/3/2022
STJN Director of Nursing	James Zolnowski: Dir Nursing	5/3/2022
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