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Dir Nursing
Area Patient Care
Applicability PeaceHealth St
John Medical
Center
Tags Policy

Admission Policy

SCOPE

This policy applies to PeaceHealth St. John Medical Center.

PURPOSE

The purpose of this policy is to:

- Establish standardization for admitting and/or registering patients for services.
- Ensure any individual seeking care or treatment are not discriminated against.

POLICY

It is the policy of PeaceHealth, and in accordance with PeaceHealth job descriptions, that admissions shall be carried out in an approved, standardized sequence in order to accomplish safe patient care.

Requirements:

1. All patients admitted to the hospital for medical services must have a physician order for admission and be admitted to an attending physician.
2. Patients will be identified and name band placed in accordance with the **Patient Identification Policy** (see Related Material section).

All Patient 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.

HELP

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

RELATED MATERIAL

Policies & Procedures:

- [Behavioral Health Inpatient Unit Admission Criteria](#)
- [Code Status \(DNR\) Procedure](#)
- [Hospital Visitation Policy](#)
- [Medication Reconciliation Policy](#)
- [Patient Belongings](#)
- [Patient Identification Policy](#)
- [Patient's Own Medication Policy](#)
- [Order Management Policy](#)
- [Intrafacility Transport Policy](#)
- [Infant Surrender Policy](#)
- [Nursing Documentation Policy](#)
- [PeaceHealth Hospital Nursing Care Standards \(NCS\)](#)

Formerly known as document number 100.3.175