


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Nursing, Medical Staff, Patient Registration	EFFECTIVE DATE: July 16, 2018	POLICY NO.: A-PC150	PAGE: 1 of 3
TITLE: DIRECT ADMISSION POLICY –ADULT/PEDS UNIT				
LAST REVIEWED/REVISED: 12/2017				
ENDORSED: NM 12/2017, MEC 01/2018, EMC 06/2018				

PURPOSE:

To ensure that there are guidelines for direct admissions into GMHA from outside health care facilities, or clinics

POLICY:

1. Outside healthcare facilities, or clinics may direct their patients for admission into GMHA with the following guidance:
 - The outside provider communicates with a privileged admitting physician, who has agreed to accept the patient for inpatient admission.
 - In relation to the patient’s acute condition, the patient is stable for transfer, and GMHA can provide the higher level of care, or available specialty services, which the outside facility does not provide.
2. It is the responsibility of the accepting physician to complete the patient admission orders in the patient’s electronic health record.
3. The Nursing Supervisor II will coordinate the admission of the patient into GMHA.
4. During regular working hours of 0800-1700 Mondays through Fridays, all Direct Admissions arriving via private vehicle shall be registered in the First Floor Registration Department. During Afterhours, weekends and holidays, all Direct Admissions patients shall be registered in the second floor. Family members may register the patients if the patient is arriving via an ambulance.
5. The transferring facility should be advised that all critical care patients, or patients requiring continuous cardiac monitor must be accompanied by a licensed registered nurse and/or physician

DEFINITION:

Direct Admissions: patients acutely ill, or who meets the criteria for inpatient admission who are admitted directly into a nursing unit from any outside healthcare facility, or clinic. These

patients must have an accepting physician who is privileged to admit patients into GMHA, under the rules and regulations of Medical Staff Bylaws.

PROCEDURES

1. All calls from outside healthcare facilities related to direct admission shall be forwarded to the Nursing Supervisor II on duty.
2. The Nursing Supervisor II on duty will inform the caller on who is the on-call hospitalist on duty, and obtain patient information to assist in the timely registration of the patient. The patient information to obtain is the following:
 - Patient's Name
 - Patient's Date of Birth: Admitting Physicians Name
 - Possible Diagnosis
 - Any special precautions, or needed equipment
 - Level of care the patient will be admitted to
 - Expected arrival time
 - Mode of Transportation-ambulance, or private vehicle
 - NOTE: if the patient is a pediatric patient, information on the mother's name and date of birth needs to be obtained.

The Nursing Supervisor, at this time, can inform the caller if there is a room availability for the patient. Additionally, the Nursing Supervisor shall inform the caller that a nurse to nurse endorsement of the patient shall occur once the hospitalist on call has accepted the patient for admission.

3. The caller can then direct their physician to call the hospitalist on call.
4. The Nursing Supervisor II will call the Patient Registration Department, and provide the required patient information to open an admission record, and the room to which the patient will be admitted to. The Patient Registration staff will provide the Nursing Supervisor II, the patient admission account number.
5. The Nursing Supervisor II will then call the hospitalist on call and provide the patient admission account number for the hospitalist on call to enter admission orders into the patient's electronic health record. The Nursing Supervisor II will confirm the diagnosis and level of care. Any changes to the patient demographics shall be communicated to Patient Registration to update the information in the patient's electronic health record.
6. The Nursing Supervisor II shall communicate the expected patient admission to the charge nurse of the respective nursing unit.
7. Upon the arrival of the patient and/or family member to the Patient Registration Department, the patient registration staff shall complete and activate the patient's admission record.

8. The patient registration staff shall notify the nursing unit of the patient's arrival
9. The patient registration staff will call the patient courier, or nursing staff, to transport the patient to the ordered nursing unit.

RELATED POLICY:

8560-18, Inpatient Admitting Process, of the Patient Registration Policy and Procedure Manual.

RESCINDED POLICY

A-PC150, Direct Admission Policy, of the Administrative Manual made effective September 2012.