CHI Franciscan Health
Rehabilitation Hospital

POLICY SECTION:	**Provision of Care**	Effective Date:	**05/08/2018**
POLICY TITLE:	**Admissions Procedure**		
POLICY NUMBER:	**PC 125**	Revised Date:	

POLICY

Patients who have been determined to have met the admission criteria are admitted to the Hospital in a timely manner with timely exchange of information in a systematic manner.

PURPOSE

To ensure the continuity of care for patients transferred/admitted to the Rehabilitation Hospital.

To guarantee that necessary clinical information is exchanged in a systematic and timely manner, so that an individual patient evaluation and treatment plan can be developed in a timely manner.

PROCEDURE

- Patients who have been determined to meet admission criteria and approved for admission by the physician, are admitted to the Rehabilitation Hospital according to the following admissions procedure:

- All patients are required to review and sign the consent for treatment form and other admission forms at the time of admission for treatment in the Rehabilitation Hospital. The forms are completed by the admissions personnel or designee in collaboration with the patient/family. The patient handbook is provided at this time.

- The Hospital has arranged for persons with limited English proficiency to have translation services provided via telephone and/or by interpreter at no charge. Phone numbers for these services are available the nurse's station.

- For persons who are hearing-impaired and who use sign-language as their primary means of communication, and are admitted to the Hospital, the charge nurse calls the contracted sign language interpreting service. Phone numbers are available in the nurse's station.

- All program information is provided to hearing impaired persons in writing. Printed materials and writing materials are available.

- A TDD/TTY phone is provided and nursing assists the patient in the operation of the phone. The phone number to access the service is available at the nurse's stations or the reception desk.

- Any other auxiliary aids are discussed, when indicated.

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- For persons with visual impairments, staff will communicate the content of written materials concerning benefits, services, waivers of rights, and consent to treatment forms by reading them out loud. Room number signs are posted in large, clear print and include Braille across the bottom. Information may also be provided in large print.

- For person with speech impairments, writing materials will be available in order to facilitate communication of information concerning program services and benefits, waivers of rights, and consent to treatment forms.

- An inquiry will be made by the designated Hospital staff during the admissions process of the patient, or if the patient is incapacitated, to the patient's significant other, as to whether or not the patient has completed an Advance Directive. The Hospital shall not condition the provision of care or otherwise discriminate against any individual based on whether or not the individual has executed an Advance Directive for health care.

- The patient is assigned a room based on bed availability and the patient's clinical needs.

- For patient identification purposes a standard armband will be placed on all patients upon admission. At a minimum the armband will include patient name, medical record number, date of birth and physician.

- The nursing staff orients the patient and family to the Rehabilitation Hospital. The personal item checklist will be completed upon admission to the patient room. This will address any valuables and/or medications that the patient has brought with them. Patients are also encouraged to send valuables home with the family.

- The nurse, with the assistance of the team, orients the patient and/or family to the Rehabilitation Program, evaluation procedure, and other pertinent information.

- The physician verifies and completes orders upon admission.