

Policy & Procedure

Title: Admission Plan and Policy

Originating Department: OB Ver #: 2

Affected Departments: PCS

Date Created: 10/31/2018

Last Modified Date: 11/07/2019

Pages: 1 of

Approved by: Jaime Minnock (Director of Clinical Care Services), Jane Jedwabny (Director Sanctuary Program)

Policy

Lake Chelan Community Hospital will not discriminate against any person in accordance with state and federal law and hospital policy. Lake Chelan Community Hospital will make reasonable accommodations for those who need assistance. Trained guide dog or service animals are allowed per RCW 49.60.030. All patients will have access to emergency care 24 hours a day regardless of their ability to pay.

Upon admission each patient will:

- Be asked for verification of identification and have an identification band placed on them
 - If unable to verify identification due to medical condition, patient will be designated as “John or Jane Doe” until identification can confirm
- Have their belongings processed and secured according to policy if applicable
- Have a medical record initiated
- Receive a Medicare notice form if applicable “Medicare letter of consent”
- Be assessed to determine if interpreter services are requested or required
- Be asked if they have an Advance Directive; if not, patients will be offered information about Advance Directives.
- Receive information about privacy practices prior to treatment
- Have a department specific admission assessment
- Receive notification of Patient Rights