

Policy & Procedure

Title: Admission Plan and Policy

Originating Department: PCS Ver #: 1

Affected Departments: Administration , Emergency Department , PCS

Date Created: 10/31/2018

Last Modified Date: 10/31/2018

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Approved by: Donna Strand (Chief Nursing Officer)

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 dogs or service animals are allowed per RCW 49.60.030. All patients will have access to emergency care 24 hours a day.

Upon admission each patient will:

- Have proper verification of identification and have an identification band placed on them
- Have their valuables processed and secured according to policy if requested
- Have an appropriate medical record initiated
- Receives “An Important Message from Medicare” form if appropriate
- Are assessed to determine if interpreter services are requested or required
- Are asked if they have an Advance Directive and are offered information about Advance Directives; however, there is no requirement for a patient to have an Advance Directive
- Receive information about HIPPA privacy rights upon initial visit to the facility
- Have an admission assessment per the appropriate department standard of care
- Receive notification of their Patient Rights