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|   |                     | <b>TITLE: Hospital Admission Process</b>  |  | <b>Implementation Date: 3/2014</b><br><b>Revised Date:</b><br><b>Readopted by RCCH Trios Health, LLC: 8/18</b> |  |
| <b>APPROVED:</b><br><b>(Signed) <u>Signature on File</u></b><br><b>(Typed) John Solheim</b><br><b>Date: August 2018</b> | <b>Reviewed by:</b> |   |  |  |  |
|   | <b>Date:</b>        |   |  |  |  |

**I. PURPOSE STATEMENT**

The purpose of this policy is to establish clear guidelines for the hospital admission process based on age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender identity or expression, disability, veteran or military status. (KGH003824 - Nondiscrimination Policy)

**II. POLICY**

A. It is the policy of Trios Health to staff the Patient Access Department 24 hours a day, seven days a week. Admission takes place in the general Patient Access Services area, Outpatient area, the Emergency Department or at the patient’s bedside.

B. Upon the admission, the patients are provided the following forms:

1. Patient Rights and Responsibilities - Patients are made aware of their right to make decisions regarding their medical care. The patient also has the right to receive assistance in applying for charity care and/ or financial assistance in the event they are unable to pay for their hospital care and they qualify for assistance. (KGH000299 Patient Rights and Responsibilities)
2. Notice of Privacy Practice – Patients are made aware of how this notice describes information about them maybe used and disclosed. The patient will also be advised how to access their information. (KGH003724 Notice of Privacy Practices)
3. Conditions of Admissions/General Consent to Treat - Patients are made aware that consent of treatment and procedures necessary, routine or advisable for care. (KGH000183 Informed Consents)



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4. Advance Directive - Patients are informed of their right to make advance directives. The advance directives will be honored within the limits of the law and our organizations mission, philosophy and capabilities (KGH000077 Advance Directives).
5. Consent for Photography - Photographs may be taken for identification purposes or safety concerns. (KGH000186 Consent to Photograph, Video/Audio Record and Other Imaging of Patients)
6. Smoke Free Policy -Patients are made aware that Trios Health is a smoke /tobacco free facility. The policy protects everyone from the exposure to the harmful effects of second hand smoke. (KGH003314 Smoke and Tobacco Free Environment)

### **III. IMPLEMENTATION AND TRAINING PLAN**

- A. New and revised policies will be sent via email to all employees with an email address. Each department manager will ensure that those employees without a Trios Health email address are notified of new and revised policies that are pertinent to their position.
- B. Employees will be shown how to access policies on the Trios Health policy site during the orientation process.

### **IV. REFERENCE SECTION**

- A. Washington Hospital Association Bulletin
- B. Distribution: Patient Access Department
- C. Supersedes: New
- D. Prepared/Updated by: Michelle Fain
- E. Reviewed by: Policy and Procedure Committee
- F. Approved by: Michelle Fain
- G. Joint Commission Standard or Other Regulatory body