



A UW Medicine
Community Health Partner™

Origination: 03/2014
Effective: 11/2020
Last Approved: 11/2020
Last Revised: 11/2020
Next Review: 11/2023
Owner: *Charlie Pearce: Chief Finance Officer*
Area: *District*
References:
Applicability: *Trios Health*

Hospital Admission Process

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. ([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. ([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. ([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. ([Informed Consents](#))
 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 ([Advance Directives](#)).
 5. Consent for Photography - Photographs may be taken for identification purposes or safety concerns. ([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. ([Smoke and Tobacco Free Environment](#))

III. IMPLEMENTATION AND TRAINING PLAN

- A. 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 : Kimberly Hatfield
E. Reviewed by: Policy and Procedure Committee
F. Approved by: John Solheim
G. Joint Commission Standard or Other Regulatory body

Index No.: KGH003827

Attachments

No Attachments

Approval Signatures

| Step Description | Approver | Date |
|--------------------|--|---------|
| Executive Approval | John Solheim: CEO | 11/2020 |
| Policy Review Team | Michael Cloutier: Director | 11/2020 |
| Policy Review Team | Jennifer Jackson: Director | 11/2020 |
| Policy Review Team | Melanie Slatina: Risk Management/Compliance Officer | 10/2020 |
| Policy Review Team | Mindy Aichele: Director - Laboratory Services | 10/2020 |
| Policy Review Team | Jeanie Ingalls: QI Analyst | 10/2020 |
| Policy Review Team | Karen Benham: Quality Consultant | 10/2020 |
| Policy Owner | Kimberly Hatfield: Interim - Supervisor Patient Access | 10/2020 |

Applicability

Trios Health