

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

ADMISSION POLICY

Effective Date:	03/99	Policy No:	AD08
Cross Referenced:	AD71	Origin:	Nursing Department
Reviewed Date:	01/99, 02/02, 01/05, 09/08, 09/08/ 07/10	Authority:	Chief Nursing Officer
Revised Date:	07/10	Page:	1 of 2

PURPOSE

To establish guidelines on the admission of patients to patient care areas.

POLICY

It is the policy of Hackettstown Regional Medical Center (HRMC) that admissions of patients may be made by any physician who has admitting privileges. Admissions are initiated through the Admitting Office, which is responsible for all accommodations and the admission record, without consideration of the patient's ability to pay.

The room assignment is made through the Registration Clerk in collaboration with the Throughput Administrative Coordinator.

PROCEDURE

Elective Admission

All elective admissions are booked by the physician through the Admitting Office. If the patient is a surgical patient, the admitting physician will book his patient with the Operating Room. The Admitting physician is responsible providing the Registration Clerk with the essential admission information:

- * Name of patient
- * Age/Birth date of patient
- * Telephone number of patient
- * Diagnosis
- * Any special need of patient
- * Any resistant organisms

Emergency Room Admissions

Patients that are admitted through the Emergency Room are assigned a room by the Throughput Administrative Coordinator. The patients are directly admitted to their respective unit. Patients that do not have a physician will be assigned a physician that is on call.

Direct Admissions – Medical/Surgical

Patients may be admitted directly to 3N/3S by the private on-staff physicians provided that orders are with the patient or faxed to the unit of admission.

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Intensive/Progressive Care Admission

Critical care patients are admitted through the Emergency Room, unless they are in-house and require a transfer from another inpatient unit. There are no direct admissions to ICU. Direct admissions may go directly to PCU but physician orders must accompany the patient or be faxed to the unit and the patient has been seen by physician in the last four hours.

Maternity Admissions

Maternity patients are admitted directly to the Maternal and Child Health Care Unit. The room is assigned by the OB nurses.

Newborns

The OB nurse notifies the Admitting Office of the baby's birth. Newborns that were not born at HRMC are admitted to a Medical/Surgical Unit (3S).

Care Management

The discharge-planning nurse monitors each admission by reviewing the Admission Criteria and the Criteria for Continuation of Stay.

Same Day Surgical and Same Day Medical Admissions

Same Day Surgical and Same Day Medical Admission patients are considered Outpatients. If there is a medical need to admit these patients after their procedures, the Admitting Office is notified and room assignment is made.

Note: See additional admitting procedures located in the Registration Policy and Procedure Manual. Also, see unit specific responsibilities for admission in the Nursing Standards Manual.