

Section: Division of Nursing
Approval: _____

PROCEDURE

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HACKETTSTOWN COMMUNITY HOSPITAL

Originator: P. Carpenito, RNC
Revised: D. Vander Wiele RN, MSN, MPA

MATERNAL SERVICES
(Scope)

TITLE: QS SYSTEM PATIENT ADMISSION

PURPOSE: To outline the steps to admit a patient to the QS system for archival of fetal monitor strips and for documentation of provided patient care and the capture of clinical data in real time from the time of admission.

LEVEL OF RESPONSIBILITY: Childbirth Family Center Staff

CONTENT:

PROCEDURE STEPS:

KEY POINTS:

1. Current patient census will be reflected in the Clinical Information System utilized by the Childbirth Family Center.
2. Patients will be admitted directly to the QS Clinical Information System by nursing personnel.
 - a. The QS admission function will be accessed by the unit secretary/ OB Technician, LPN, and RNs. When the admission screen displays, appropriate data fields will be completed and the patient admitted to the assigned room. Begin with "Create Patient Record" to enter patient ID and patient name.
 - b. If clerical staff is unavailable, assigned nursing personnel will perform the admission procedure.
 - c. Complete attending MD or CNM, nurse, EGA, Gr/Para, Comment fields with information from Prenatal History data.
3. Data may be entered any time prior to patient's actual admission. Patient name is then transferred to "Undelivered Hold".

All clinical information will be charted by the appropriate personnel.

Patient ID should be the Medical Record Number if known. The medical record number can be found on the patient addressograph in the format 00-00-00. It can also be found in the Affinity system using a patient inquiry function. Do not use dashes or spaces.

The patient's birth date can be used as a temporary ID number for the patient ID field until patient's medical record number is available. If so, "change ID" must be performed.

Transfer name from "Undelivered Hold" into appropriate room when patient arrives for outpatient testing or admission.

