 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P06
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		Document Title:	PATIENT ADMISSION

PURPOSE:

1. To establish guidelines regarding admission of patients both in the General Unit and Special Area.
2. To make patient feel welcome, comfortable and at ease
3. To acquire vital information regarding the patient
4. To assess the patient from which the nursing care plan can be initiated and implemented
5. To give equal consideration to patients of all races, creed, color, religion, national origin, sex, marital status, age, disability, sexual orientation or gender expression.

LEVEL:


Admitting Personnel, Billing Personnel, Medical Doctors, Registered Nurses, Midwife/ Attendants, Dietary Personnel, Laboratory Personnel, DIS Personnel, Pharmacy Personnel, Non-Invasive Cardiovascular Imaging Sciences Personnel, Auxiliary, Central Sterile Supply Room Personnel, Riverside College Clinical Instructor and Students.

DEFINITION OF TERMS:


Admission of patient- allowing and facilitating a patient to stay in the hospital unit or ward for observation, investigation, and treatment of the disease he or she is suffering from.

POLICY:


1. Dr. Pablo O. Torre Memorial Hospital (DPOTMH) has an established process for admitting patient in the general unit and special area of the organization.
2. No patient shall be denied admission regardless of his/her race, sex, color, religion, ancestry, financial class, national origin, sexual orientation or gender expression.

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3. The criterion for admission should be first-come first-served basis, unless it is an emergency case.
4. Patient shall receive prompt and timely attention by qualified professional upon entry.
5. The organization shall document, follow policies and procedures and provide resources to ensure proper patient triaging.
6. The organization shall uniquely identify all patients including newborn and shall create a specific chart for each patient that is readily accessible to authorized personnel.
7. The health professional responsible for the care of the patient shall obtain informed consent for treatment.
8. Planning for discharge begins upon entry into the organization and ensures coordinated approach to discharge and continuing management.
9. Patients need not be tested for RT-PCR upon admission if he/she has Covid-recovered within the last 30 days and can be admitted to regular room. Patient needs to show proof by providing either:
 - 9.1. QR coded copy of RT-PCR result.
 - 9.2. Original Isolation certificate coming from LGU
10. Patients who are Covid-recovered 31 days or more prior to admission still needs to be tested for SARS CoV2 RT-PCR.
11. All Covid-probable patients waiting for their RT-PCR result as well as Confirmed Covid-positive classified as asymptomatic or mild patient shall be placed in their designated stations.
 - 11.1. Covid probable patients waiting SARS Cov2 RT-PCR result

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- 11.2. Covid POSITIVE patients who are classified as Asymptomatic or Mild disease.
- 11.3. Station 8 and 10 will be for Covid POSITIVE patients who are classified as Moderate Disease and/or Pneumonia on Chest Xray.
12. All Covid-probable patients waiting for their RT-PCR result as well as Confirmed Covid-positive patients who are classified as Severe or Critical Disease; with Severe Pneumonia; on BiPAP, High flow nasal cannula or Mechanical ventilator shall be placed in their designated stations.
13. All patient watchers/guardian will be tested with a SARS CoV2 Rapid antigen test or SARS CoV2 RT-PCR.
 - 13.1. If watcher/guardian tests Positive, he/she will not be allowed to remain as watcher for a Covid-Negative patient.
 - 13.2. Only 1 adult watcher/guardian allowed per patient room for the whole duration of the patient's and they should stay within hospital premises.
 - 13.3. If ever there will be a need to change watcher/guardian, he or she will be tested for SARS Cov2 Antigen.
14. All patients initially admitted to Regular stations who will test POSITIVE for SARS Cov2 RT-PCR (Incidental) will be transferred to designated station.
15. Covid-positive patients admitted at station 8, 10, 14 and 12 who have improved and deemed for de-escalation by the attending physician may be transferred to regular rooms after fulfilling either of these criteria:
 - 15.1. SARS CoV2 RT-PCR Negative Result
 - 15.2. At least 7 days from First day of Symptom
 - 15.3. At least 5 days have passed from last SARS CoV2 RT-PCR positive Result.
16. Covid-positive patients admitted at Covid Floors (Station 8, 10, 14, and 12 need not be referred to a Pulmonologist or infectious Disease specialist as long as it is an Asymptomatic (Incidental) or Mild Covid Case.

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- 16.1. Patient should be seen / visited by at least one consultant (Attending or any other co-managed consultant) daily. "Phone or station only visits" will not be allowed.
- 16.2. If patient's condition worsens and becomes a Moderate Covid-referral to a Pulmonologist or infectious Disease specialist is warranted.

DOCUMENTATION:

New Policy

DISSEMINATION:

Policies and Procedures Manual
Hospital Communicator

REFERENCES:

MID-Valley Hospital- Admission of Patients [Mid Valley Hospital Admission Policy \(wa.gov\)](#)
Chapter:11th Nursing : Chapter 3 : Nursing - Hospital and its Environment [Hospital Admission Procedure - Nursing \(brainkart.com\)](#)
Riverside Medical Center – Update on Covid-19 Protocols Memo



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