

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CENTRAL LOG OF EMERGENT PATIENTS

POLICY NO. 374B

PURPOSE:

To ensure that all patients presenting to Harbor-UCLA Medical Center on an emergency basis are recorded for future reference or review.

POLICY:

Harbor-UCLA Medical Center shall maintain a record of all patients who present for emergency services. Each department that provides emergency medical services (Adult Emergency, Pediatric Emergency, Labor and Delivery, and Psychiatric Emergency) must adhere to this policy and maintain a current record at all times. Generally, this information will be input in the electronic health record (EHR), but each department that provides emergency medical services will also have protocol for manual capture in case of downtime.

PROCEDURE:

1. The Medical Center’s emergency service units are:
 - Adult Emergency
 - Pediatric Emergency
 - Labor and Delivery
 - Psychiatric Emergency
 - Urgent Care Center

2. The record shall list the following:
 - Name of patient presenting for emergency service as well as date, time, and means of arrival;
 - Age and sex of the patient;
 - Medical record for the patient;
 - Nature of the presenting complaint; and
 - Patient’s disposition (discharged, admitted, stabilized and transferred, transferred, patient refused treatment, left against medical advice, left without being seen, and left before treatment complete) and time of departure.

EFFECTIVE DATE: 4/99

SUPERSEDES:

REVISED: 1/12, 8/14, 10/17

REVIEWED: 4/99, 1/02, 2/05, 8/14, 10/17

REVIEWED COMMITTEE: N/A

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer

Anish Mahajan, MD
 Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
 Chief Nursing Officer

Signature(s) on File.

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Each emergency service unit must ensure a timely recording of above data and the ability to expediently retrieve the above data when requested.

EFFECTIVE DATE: 4/99

SUPERSEDES:

REVISED: 1/12, 8/14, 10/17

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