

## ADMINISTRATIVE POLICY AND PROCEDURE

**Subject:** WEEKEND & HOLIDAY ADMISSION POLICY

**Policy No.:** B809.6

Supersedes: October 15, 2018

Review Date: June 9, 2023

Origin Date: October 1, 2015

Revision Date: June 9, 2023

**PURPOSE:**

To provide for the safe, appropriate, and timely admission of patients to Rancho Los Amigos National Rehabilitation Center.

**POLICY:**

Rancho Los Amigos National Rehabilitation Center (Rancho) will ensure appropriate clinical services are available for inpatient medical/surgical and acute rehabilitation admissions on Saturday, Sunday, and Holidays.

**DEFINITIONS:**

**Weekend Admissions:** Inpatient Admissions that occur between the hours of 12:00 AM Saturday through 11:59 PM Sunday.

**Holiday Admissions:** Inpatient Admissions that occur during County Observed Holidays between the hours of 12:00 AM through 11:59 PM

**Same Day Admission:** The referral and admission request occur on the same day.

Admissions to Rehabilitation or Medical Surgical Units are based on scope of services, medical necessity, utilization review and skilled nursing needs of the patient.

**PROCEDURES:**

All referrals and inquiries for an inpatient admission are referred to the Centralized Admission and Referral Office (CARO) or Nursing Resource Office depending upon the time of the day. The designated Clinical Rehabilitation Specialist (CRS) or Administrative Nursing Supervisor (ANS) shall act as the liaison between the referring facility and Rancho until the patient arrives on site or admission is medically denied.

**Weekends / Holidays (selected) 08:00 AM to 4:30 PM:**

The Clinical Rehabilitation Specialist will obtain the following information from the referring agency:

- Agency Name
- Contact person
- Call back number
- Patient Demographic Information such as name, age, diagnosis, and service requested
- Appropriate patient clinical information based on service request
- Complete InterQual Review based on service request as needed
- Confirm Financial Clearance based on payer identified (LA Care-DHS, Kaiser, other Contracted Health Plans)

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Approved By:

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Monday to Friday 8 AM to 6 PM the Clinical Rehabilitation Specialist / Monday to Friday and weekends and Holidays the Administrative Nursing Supervisor (ANS) will then provide clinical information gathered above to the following individuals:

- A. Medical Officer of the Day (MOD) and Hospital Officer of the Day (HOD)
- Monday to Friday 8 AM to 6 PM: The MOD will review the clinical information provided and will provide approval or denial of admission.
  - Monday to Friday 6 PM to 8 AM, weekends and holidays: Physician A/B/C will review the clinical information and will provide approval or denial of admission.
  - If denied, the Clinical Rehabilitation Specialist will notify the referring agency and document the reason for denial.
  - Physician A/B/C is responsible for management of hospital admissions after hours, weekends and Holidays.
  - Physician A/B/C may escalate admissions issues through their chain of command.
- B. Administrative Nursing Supervisor (ANS)
- The ANS will identify the appropriate unit, bed, staffing mix, and clinical resource needs of the admission.
  - The ANS will send the referring clinical information to the identified unit.
  - The ANS will contact the telephone operator. The telephone operator will contact the appropriate clinical department leads regarding weekend and holiday admissions.
    - Therapy Services
      - The on-call therapy supervisor will be notified for same day Saturday & Holiday admissions scheduled for after 2 PM. The operator will send a group page to their cell phones, showing location and call back number of the location or unit extension.
      - The on-call therapy supervisor will be notified for same day Sunday admissions.
    - Case Management (as requested by ANS)
      - When the ANS calls the telephone operator office, operators will connect the ANS to the On-Call Case Manager who will respond as needed either onsite or telephonically based on clinical and utilization review requirements.
  - The ANS is responsible for ensuring the notification and coordination of the admission with the appropriate clinical departments.
  - The ANS will notify the Chief Nursing Officer or designee regarding any admission related issues.
- C. Referring facility/agency
- The Clinical Rehabilitation Specialist/Administrative Nursing Supervisor will notify the facility/agency of the approval of admission, the unit, room number, and the phone number to call for nursing clinical report.
  - The referring facility/agency is responsible for arranging transportation to Rancho after receiving confirmation of patient's room and unit assignment.

**REFERENCES:**

Administrative Policies and Procedures:

B800 Medical Center Plan for the Provision of Patient Care Services

B809 Routine Inpatient Admission Procedures

B809.4 Admission Procedures for Chronic Ventilator Inpatients Transferred From Acute Hospitals