

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ADMISSION POLICY

POLICY NO. 344

PURPOSE:

To define the types of, and requirements for various hospital admissions.

POLICY:

Harbor-UCLA Medical Center's admission and transfer policies are not based on patient or hospital economics. Only patients whose specific condition or disease cannot be safely treated at the hospital are diverted, refused admission, or transferred to another hospital.

PROCEDURE:

I. EMERGENCY DEPARTMENT PATIENTS

Patients seen in the Adult, Pediatric, or Psychiatric Emergency Department, who have been evaluated by medical staff and are deemed to require admission will be admitted to the appropriate service as determined by the Emergency Department in accordance with policy 312 (Emergency Department Consultation and Admission Guidelines).

II. CLINIC EMERGENCY PATIENTS

A clinic patient who is unstable or considered an emergency by medical staff of that clinic may be admitted to the appropriate service. If the patient is to be admitted to an inpatient service, appropriate medical consultations with the admitting service are to take place. A Clinic Emergency Admission form is to be completed for review for medical necessity by the Utilization Review Department, Scheduled Admission Coordinator if submitted before 4:30 PM. After 4:30 PM, ONLY cases with Health Plan coverage will be reviewed for medical necessity and to obtain authorization to admit by the Emergency Department Utilization Review Nurse on duty, as caseload permits.

III. SCHEDULED AND URGENT CLINIC ADMISSIONS

A Scheduled Admission requires a consultation placed to Utilization Review, and an order placed for "Admit to Inpatient". The admission request includes a Scheduled Admission/Outpatient Surgery Referral form, and

EFFECTIVE DATE: 9/89

SUPERSEDES:

REVISED: 10/94, 12/98, 4/99, 2/02, 2/05, 1/11, 4/14, 7/14, 8/18, 10/18

REVIEWED: 9/89, 10/92, 10/94, 2/96, 12/98, 4/99, 2/02, 4/14, 8/18, 10/18

REVIEWED COMMITTEE: Associate Medical Director, Inpatient Services

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

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either a recent detailed clinic note, or history and physical examination. Results from laboratory tests, radiological procedures, and pathology reports pertinent to the admission request should also be included.

All scheduled admission information is reviewed by the Utilization Review Department Scheduled Admission (SA) Coordinator for completion. The Utilization Review Department SA Coordinator submits this information to third-party payors for their review and approval prior to the patient's admission. A Clinic Urgent Admission (admission within 6 days of initial evaluation of a newly diagnosed medical condition) requires full documentation by the treating physician.

IV. DIRECT ADMISSION (SEE POLICY NO. 303)

A Direct Admission is the transfer of an inpatient from another facility to Harbor. The hospital requesting transfer to Harbor-UCLA must call the Los Angeles County Department of Health Services Medical Alert Center (MAC) to effect the transfer. Alternatively, if the patient is a managed care patient assigned to DHS, Managed Care Services or its local designee may initiate the transfer. If a bed is available, the MAC will arrange the transfer/acceptance, according to DHS procedures, with a physician of the sending hospital and the appropriate physician from of the requested Harbor service.

V. PEDIATRIC SCHEDULED ADMISSIONS

All Pediatric Scheduled Admissions will continue to be screened in the Acute Care Clinic. Those with inter-current acute illnesses will have their admission canceled after consultation with the appropriate service. Surgical admissions will continue to have hematocrits drawn and recorded prior to admission. However, comprehensive admission work-ups will not be performed in the Pediatric Acute Care Clinic.

Reviewed and Approved by:
Medical Executive Committee – 10/2018



Janine R. E. Vintch, M.D.
President, Professional Staff Association