



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
HARBOR-UCLA MEDICAL CENTER**

**SUBJECT:** CLINIC ADMISSION

**POLICY NO.** 372

<b>CATEGORY:</b> Provision of Care	<b>EFFECTIVE DATE:</b> 4/97
<b>POLICY CONTACT:</b> Ashkan Moazzez, MD	<b>UPDATE/REVISION DATE:</b> 6/22
<b>REVIEWED BY COMMITTEE(S):</b> Utilization Review	

**PURPOSE:**

To provide procedures for admitting a patient needing admission through the clinic.

**POLICY:**

The physician is responsible for initiating the process of admission of a patient through the clinic. Scheduled Admission Office will perform financial clearance prior to creating a PreAdmit FIN for the clinic patient.

Utilization Review (UR) will run InterQual on clinic admissions prior to a bed assignment.

**PROCEDURE:**

**A. PHYSICIAN**

1. Identify the need to admit patient.
2. Complete the clinic note, stating the reason/need for admission.
3. In Electronic Health Record (EHR), write the following two (2) orders:
  - a. "Consult to Utilization Review".
  - b. "Request for Admission to \_\_\_\_\_". Be sure to include the Medical Service and Level of Care with this order. The Provider's pager number/cell number should be entered in the order comments, should there be any questions from UR. Any omission of this information could delay the patient's admission.
4. Have patient wait in the clinic for bed assignment.

**B. UTILIZATION REVIEW**

1. In EHR, review the Consult to UR order and other documentation for appropriateness.
2. Open the TeleTracking System and select the New PreAdmit icon. The Patient Placement Detail form will display. Complete the following;
  - a. First Name, Last Name
  - b. Date of Birth

**REVISED:** 2/02, 2/05, 12/10, 8/15, 1/19, 6/22

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**APPROVED BY:** \_\_\_\_\_

**Anish Mahajan, MD**  
Chief Executive Officer  
Chief Medical Officer

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**Griselda Gutierrez, MD**  
Associate Chief Medical Officer

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**Jason Black, MBA, DNP, RN**  
Chief Nursing Officer



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- c. Medical Record Number
  - d. Gender
  - e. Reason for Admission
  - f. Admitting Physician/Attending Physician
  - g. Medical Service
  - h. Origin Unit – Clinic or HAR CARD CATH or HAR ORTHO
  - i. Additional information in Comments including the Clinic Extension
  - j. Save and Close
3. This will send a notification to Scheduled Admissions/Business Office.

**C. SCHEDULED ADMISSION'S PATIENT RESOURCE WORKER**

1. In **Teletracking**, locate the clinic patient that requires registration. This is the patient you will create a FIN for in the EHR.
2. Perform and obtain financial clearance.
3. Register the patient, create a **PreAdmit FIN**.

**D. UTILIZATION REVIEW**

1. Once registered, UR will run **InterQual** on the patient using the **PreAdmit FIN**.
  - a. If needed, secondary approval will be obtained.
  - b. UR will notify Admitting Providers of any problems or issues.
2. Once admission is approved, UR will indicate **IQ approved** under Patient Custom Affiliates section and will select the Ready to Move (RTM) button in Teletracking. This will alert **Bed Control/Patient Flow** to assign the bed.

**NOTE:** Utilization Review Department will notify Scheduled Admissions/Business Office, Clinic, and Bed Control if admission request is denied. Utilization Review will also notify the requesting physician of the Health Plan's decision.

**E. BED CONTROL STAFF**

1. In **Teletracking**, upon activation of the **RTM** (Ready to Move), a bed will be assigned to the patient by Bed Control, if a ward bed or by patient flow facilitator, if a monitored bed. This assignment will be visible to Scheduled Admission/Business Office, Utilization Review, Clinic Staff and Admitting Unit.

**F. SCHEDULED ADMISSION'S PATIENT RESOURCE WORKER**

As the patient is being taken to the unit, they should be taken to the Scheduled Admissions/Business Office for the following:

1. To obtain patient's signature on General Consent.
2. To verify all other required forms are signed.



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Reviewed and approved by:  
Medical Executive Committee on date 06/2022

*Beverley A. Petrie*

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Beverley A. Petrie, M.D.  
President, Professional Staff Association