



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

SUBJECT: DIRECT ADMISSIONS TO PEDIATRIC WARD AND PEDIATRIC INTENSIVE CARE UNIT

POLICY NO. 304A

CATEGORY: Provision of Care	EFFECTIVE DATE: 10/84
POLICY CONTACT: Laura Santana, RN	UPDATE/REVISION DATE: 1/23
REVIEWED BY COMMITTEE(S):	

PURPOSE:

To delineate the procedure by which pediatric patients are directly admitted to the Pediatric Ward or Pediatric Intensive Care Unit.

POLICY:

Harbor-UCLA Medical Center’s Pediatric faculty physicians or Pediatric Residents will accept referrals from private and public physicians, emergency rooms, community hospitals and clinics, or other County facilities for direct admission of patients to Harbor-UCLA Medical Center’s Pediatric Ward and Pediatric Intensive Care Unit (PICU). This policy does not apply to those patients requiring pediatric critical care transport (see PICU Physician Transport Policy).

PROCEDURE:

- A. If a physician makes the referral to Harbor’s Emergency Department (ED) for admission to Pediatrics, the ED Resident must notify the Pediatric Ward Team or PICU Resident so that Pediatrics staff immediately takes responsibility for communicating directly with the referring physician and arranging direct admission to the Pediatric Ward or PICU.
- B. Pediatric trauma patients transferred to Harbor-UCLA Medical Center from an outside ED for admission to the hospital should be seen and evaluated in the ED before they are sent to the PICU or Pediatric Ward. Patients transported by the Pediatric Transport Team for trauma from an outside ED should also be evaluated by the trauma team in the ED, unless a PICU fellow is transporting the patient and feels the patient can be directly admitted.
- C. For calls originating from the Medical Alert Center (MAC), the resident should obtain the name of the referring physician and obtain all necessary information directly from that individual.
- D. If in the event a pediatric patient requires admission from a non-clinic area (e.g., home) - see Direct Admission (Non-Clinic Day) Policy # 372.

REVISED: 8/89, 10/92, 10/95, 2/99, 2/05, 11/08, 9/12, 6/17, 10/19, 1/23

REVIEWED: 8/86, 8/89, 10/92, 10/95, 12/98, 2/02, 11/08, 9/12, 1/14, 6/17, 10/19, 1/23

APPROVED BY: _____

Anish Mahajan, MD
Chief Executive Officer
Chief Medical Officer

Griselda Gutierrez, MD
Associate Chief Medical Officer

Jason Black, MBA, DNP, RN
Chief Nursing Officer



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E. Pediatric Ward or PICU Resident

1. After notification of the direct admission referral, the Pediatric Ward or PICU Resident will:
 - a. Consult with the Pediatric Ward or PICU nursing staff to determine service and bed availability:
 - b. For Ward:
 - Consult with the attending of record and any required surgical subspecialists that are required in the care of the patient to determine service and bed availability.
 - Contact the referring physician and accept transfer of the patient if the hospital can provide the services to meet the patient's needs and has the capacity to care for the patient.
 - Request the patient's medical history, discharge summary notes, test results, and original x-rays or readable copies. (X-ray reports alone are not acceptable.) Determine the patient's estimated time of arrival.
 - Obtain the name and phone number of a referral contact person who can provide information required to pre-register the patient.
 - c. For PICU:
 - Accept ALL medical patients, except those requiring emergent dialysis:
 - For patients who require emergent dialysis, PICU attending must be engaged. If resources are available, the PICU attending may accept the patient; otherwise, the patient must be transferred to another PICU.
 - Accept ALL neurosurgical patients
 - Accept ALL trauma patients, except those with significant burn injury or possible replantation of an extremity injury
 - Refer all other surgical admits to PICU Attending
 - Do NOT refuse any patient without discussion with PICU attending
 - Request the patient's medical history, discharge summary notes, test results, and original x-rays or readable copies.
 - Determine the patient's estimated time of arrival.
 - Obtain the name and phone number of a referral contact person who can provide information required to pre-register the patient

F. Pediatric Ward or PICU Resident, or Pediatric or PICU Nursing or Clerical Staff

The Pediatric Ward or PICU resident, or the Pediatric or PICU Nursing or clerical staff will:

1. Report the transfer arrangement to the Department of Health Services' Central Dispatch Officer at (866) 941-4401 (if appropriate).
2. Contact Registration (ext. 65084), and:
 - a. Report the direct admission.
 - b. Provide the name and phone number of the contact person, and the patient's estimated arrival time.
 - c. Obtain a medical record number for the patient, if the patient doesn't already have one.
 - d. Report the direct admission to Bed Control (ext. 64010).

G. Registration

Upon notification by Pediatric or PICU staff of the direct admission, Registration staff will:

1. Call the referral contact person to obtain information required to pre-register the patient.
2. Pre-register the patient.
3. Prepare an admission packet.



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H. Pediatric Ward Nursing or PICU Nursing

The Pediatric Ward or PICU Nursing staff will:

1. Designate an individual to retrieve the patient's admission packet from Registration.
2. Advise Bed Control of the patient's arrival on the Pediatric Ward or PICU and provide required patient information.
3. Ensure parental consent is obtained.

Reviewed and approved by:
Medical Executive Committee - 1/2023

A handwritten signature in cursive script that reads "Beverley A. Petrie".

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