County of Los Angeles   **Department of Health Services**

OLIVE VIEW-UCLA MEDICAL CENTER
PATIENT ACCESS
POLICY & PROCEDURE

NUMBER: 801
VERSION: 1

SUBJECT/TITLE: **PROCESSING STAT PEDIATRIC PATIENT PROCEDURES**

POLICY:

PURPOSE: To ensure that patients with STAT condition, accessing the Pediatric clinic are processed expeditiously.

DEPARTMENTS: **PATIENT ACCESS AND INPATIENT FINANCIAL SERVICES**

DEFINITIONS: STAT**:** from the Latin word "*Statim*" means immediately.

PROCEDURES: **ACTION**
RESPONSIBILITY

PATIENT   1. When the parent/guardian indicate that patient's status is
PROCESSOR   urgent/emergent, refer patient to nursing immediately

NURSING   1. Determine patient's condition as STAT

                2. Update patient's name and location on tracking shell and locator board at nurse's station.

PATIENT ACCESS   1. Interview parent/guardian

                     2. Collect copies of ID, Social Security Card, Insurance card, etc.

                     3. Obtain signature on consent(s) and any and all required documents

                     4. Verify patient's current address per existing procedures (See Policy 101).

                     EXEMPTION: All Emergency Medical Treatment and Active Labor Act (EMTALA) requirements must be applied to emergency medical care services. Areas covered under EMTALA are Pediatric Urgent Care, Medical Walk-In, Emergency Room and designated Public Health related services (see Policy 101.05). Staff must ask for address verification, but services will not be denied.

5. After treatment, complete patient registration, financial screening per and update the health information system (HIS) expeditiously per existing procedure

    A. Data enter resource provided by parent/guardian

    B. Verify resource by utilizing POS device, Provider Advantage 270-271, PMS or by requesting Leader Replacement System (LRS) and or meds printout

    C. Obtain completed Child Health and Disability Prevention form (CHDP) PM 160 and PM 161 from the parent/guardian, as applicable

    D. Obtain authorization to provide service from PHP per existing procedure (See Policy 101.01).

6. Refer all full cost of care cases to Inpatient Financial Services

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 08/08/2019
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Next Review Date: 08/08/2022	
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