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

OLIVE VIEW-UCLA MEDICAL CENTER
PATIENT ACCESS
POLICY & PROCEDURE

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NUMBER: 805
VERSION: 1

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SUBJECT/TITLE: **PROCESSING JUVENILE HALL PATIENT PROCEDURES**

POLICY:

PURPOSE: To provide an expeditious method of registering patients residing in Juvenile Hall.

DEPARTMENTS: **PATIENT ACCESS & PATIENT FINANCIAL SERVICES**

DEFINITIONS:

PROCEDURES:
RESPONSIBILITY   **ACTION**

Patient Processor

1. For scheduled visits, pre-register patient by utilizing the Authorization for Treatment form (attachment I).

   A. **Carrier Code:** Place appropriate code in the first carrier position.

   B. **Other Resource**: Indicate Juvenile Hall Patient in this space of the DHS Card label (attachment II).

   C. **Patient Address:** Annotate on documents and input into the hospital information system as; Juvenile Hall, 16350 Filbert St Sylmar, CA 91342.

   D. **Consent Form:** Utilize the Authorization for Treatment form signed by a Deputy Probation Officer.

      NOTE: If the Authorization for Treatment form is not provided, two physicians must sign the hospital general consent form.

2. For walk-in patients, process according to STAT patient procedures and input the same information into HIS as indicated above.

3. Provide Probation Officer with Patient Information Form for patients new to the HIS system (attachment III).

References: PFS 101.06, Patient, Juvenile Hall, procedure, probation officer	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 06/28/2019
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