

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS  
MENTAL HEALTH NURSING  
POLICY & PROCEDURE**

**NUMBER: 5818  
VERSION: 2**

**SUBJECT/TITLE:** NOTIFICATION OF PATIENT'S ADMISSION TO HOSPITAL AND  
SUBSEQUENT EVENTS

**MD ORDER:** YES [ ] NO [ X ]

**POLICY:** All patients admitted to ValleyCare Olive View-UCLA Medical Center  
Psychiatric Units are to be asked who they want notified of their admission  
and to what extent events subsequent to the admission should be discussed.

Upon admission, the Charge Nurse or designee determines the patient's  
wishes regarding consent and completes the Notification of Patient's  
Admission and Subsequent Events form (hereafter referred to as "the form")

All reasonable efforts by the Charge Nurse or designee shall be made to notify  
the person(s) designated.

Notification attempts will be documented on the form.

The form is to be placed in the consent section of the patient's chart.

**PURPOSE:** To provide guidelines for the notification to others of a patient's admission and  
subsequent events.

**DEPARTMENTS:** MENTAL HEALTH NURSING, NURSING.

**DEFINITIONS:**

**PROCEDURE:**

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References:	
Department of Psychiatry Manual Nursing Standards Manual	
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