Name of Policy:	Patient Admission and Discharge	
Policy Number:	3364-110-01-01	
Department:	Nursing Service	THE UNIVERSITY OF TOLEDO
Approving Officer:	AVP Patient Care Services/CNO	
<b>Responsible Agent:</b>	AVP Patient Care Services/CNO	
Scope:	The University of Toledo Medical Center (UTMC)	Effective Date:3.15.21Initial Effective Date:6/1979
New policy proposal X Minor/technical revision of existing policy   Major revision of existing policy Reaffirmation of existing policy		

## (A) Policy Statement

Patient admission and discharges will be performed in a timely manner. Nursing personnel will encourage open communication with patients and family members. Discharges require a physician order.

## (B) Purpose of Policy

To provide standardization of services and maintain a climate of mutual support and appreciation among patient, family, and staff throughout the admission and discharge.

## (C) Admission Procedure

- \*1. Orient patient to the nursing unit.
- 2. Initiate, review, and complete nursing admission assessment with the patient/family including mutual discharge goals to guide patient care. This must be completed within 24 hours of admission.
- \*3. Identify location of the patient Welcome Packet for the patient/family, including information about safety, patient's rights and responsibilities, advanced directives, etc. Review and offer clarification, additional information or appropriate resources when needed. Document patient education in the EMR.
- 4. The Clerical Specialist will:
  - a. Check to ensure that the patient is wearing an identification band.
  - b. Follow procedure for physician notification.
  - c. Verify admission order (In-patient vs. observation) with registration designation. If not the same, notifies admitting office.
  - d. Mark room, bed number, and patient's name on the medical record chart.
  - e. Apply identification labels on paper forms within the medical record.
  - f. Ensure patient information regarding POA, living will, advance directive is updated and accurate.

(Patient's condition may warrant changes in sequence. \*May be completed and documented by Licensed Practical Nurse (LPN) or Nursing Assistant (NA). A Registered Nurse (RN) must complete remaining procedure.)

## **(D)** Discharge Procedure

- 1. Inform the patient/family that the physician has initiated discharge.
- 2. Review discharge and patient teaching plans with patient/family. Refer to Nursing Service Policy

3364-110-07-04.

- 3. Discharge orders and instructions will be reviewed and completed with the patient/family by a RN. Provide prescriptions and complete any service specific orders.
- 4. Collect all personal belongings and home pharmaceuticals. Notify transport of discharge.
- 5. Enter the discharge into the Bed-tracking system. Specify regular or stat clean.
- 6. Prepare the room for Environmental Services.

Approved by:		<b>Review/Revision Date:</b>
		1980 1988 3/04
		1981 1989 7/07
's/		1982 1990 8/31/2010
Monecca Smith, MSN, RN.	Date	1983 9/93 9.1.2013
AVP of Patient Care Services/Chief Nursing Officer		1984 1/95 2/1/14
Review: Policy & Standard Committee, 2/2014, 1/15, 3/18, 3/21		1985 10/96 1.23.15
Revision Completed By: Nancy Gauger, MSN, RN		1986 4/99 3.15.18
		1987 3/01 3.15.21
		Next Review Date: 3/2024