


<b>Name of Policy:</b>	<b>Direct Admissions</b>					
<b>Policy Number:</b>	3364-122-31					
<b>Department:</b>	Nursing Service – Kobacker Inpatient Psychiatric Hospital					
<b>Approving Officer:</b>	Chief Nursing Officer/ Medical Director					
<b>Responsible Agent:</b>	Nursing Director Inpatient Psychiatry					
<b>Scope:</b>	The University of Toledo Medical Center					
		<b>Effective Date:</b> 6/1/2022 Initial Effective Date: 5/1996				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>			<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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### (A) Policy Statement

Patients may be directly admitted to Kobacker whenever possible.

### (B) Purpose of Policy

Direct admissions to Kobacker Center will take place to expedite the admission process.

### (C) Procedure

1. Direct admissions are encouraged to avoid the cost and delays of admission through the Emergency Room service and to make the admission procedure more user friendly for referral sources, families, and children.
2. Children and adolescents who are out of control/violent, have medical risk (i.e., overdose), have complicated custody, or parents are ambivalent about admission should be sent to the Emergency Department to be evaluated for admission.
3. When a call is received by staff at the Kobacker Center, a staff member will gather basic information such as name, age, phone number, insurance information and presenting problems on the direct admission screening form. After obtaining this information, the staff member will inform the caller that the resident psychiatrist on-call will contact the caller to arrange disposition.
4. The resident or social worker will review the insurance provider list to clarify whether UTMC is a provider for the family insurance policy. The resident or social worker will then contact the insurance company to verify coverage. The authorization for coverage should be documented in the medical record.
5. Should the resident be unavailable, the charge nurse should contact the appropriate attending psychiatrist for the unit or the child psychiatry staff of Kobacker Center to arrange the admission.
6. The resident calls the family to clarify the clinical needs of the patient as soon as possible. If there will be a delay in calling the family, the resident will provide an action plan and the charge nurse will inform the family.
7. The resident will decide after discussion with the attending psychiatrist\*\* whether (1) the patient has been referred by a psychiatrist, licensed physician or mental health worker and the clinical information indicates the need for admission--the patient can be brought directly to the Kobacker Center, (2) the patient needs evaluation in Emergency Services and (3) when the family insurance does not allow admission to UTMC, the resident will assist the family to receive appropriate care in other facilities.
8. When a direct admission is decided, the Admitting Office is notified of the planned admission,

\* If an adult psychiatric attending is on call, contact one of the child psychiatric attendings. In the event that a child attending is unavailable, the adult psychiatric attending who is on call should be notified and discussed with him/her.

identifying information and diagnosis. The family will be instructed to meet the resident at the Kobacker inpatient unit. The resident contacts the nursing staff at the Kobacker Center to inform them of the pending direct admission of the identified patient.

9. The resident will meet the family to complete the initial evaluation, medication reconciliation, physical exam and admission orders.
10. All the admission procedures by direct admission should be the same as admissions through the Emergency Department. The patient is to receive a physical exam and immediate laboratory tests may be ordered as needed. If unexpected medical conditions are of immediate concern, the patient may be sent to the Emergency Department for clearance. Once a patient is approved for direct admission have the referral source fax over any relevant information including their prescreening encounter form, evidence of medical clearance and lab testing done, and any relevant court documents or orders.
11. The Emergency Department will be advised to transfer child/adolescent psychiatry referrals to the Kobacker Center nursing unit. The residents will continue to manage referral calls from the operator as they have in the past. When appropriate, the resident should consider direct admission following steps 4-8 above.

<p><b>Approved by:</b></p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%;"> <p>_____/s/_____  Tamara Cerrone, BSN, RN  Nursing Director Child/Adolescent Inpatient Unit</p> </div> <div style="width: 45%; text-align: center;"> <p>_____  Date</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%;"> <p>_____/s/_____  Tanvir Singh, MD  Medical Director, Kobacker Inpatient Unit  Professor Psychiatry</p> </div> <div style="width: 45%; text-align: center;"> <p>_____  Date</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____/s/_____  Kurt Kless, MSN, MBA, RN, NE-BC  Chief Nursing Officer</p> </div> <div style="width: 45%; text-align: center;"> <p>_____  Date</p> </div> </div> <p style="margin-top: 10px;"><i>Review/Revision Completed By:</i>  Administrator Ambulatory Services &amp; Behavioral Health  Kobacker UBC, Anne Mullins, LISW-S</p>	<p><b>Review/Revision Date:</b></p> <p>5/1997  5/1998  10/1998  5/99  8/01  1/02  4/04  3/2007  5/17/10  7/29/14  5/26/16  7/12/2019  6/1/2022</p>          <p><b>Next Review Date:</b> 6/2025</p>
<p><b>Policies Superseded by This Policy: 1-M-31</b></p>	