


Name of Policy:	General Consent Form on Admission	 <p>Effective Date: July 6, 1977</p>
Policy Number:	3364-132-05	
Department:	Patient Access	
Approving Officer:	Director, Patient Access	
Responsible Agent:	Director, Patient Access	
Scope:	The University of Toledo Medical Center Patient Access Department	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement


The Bylaws, Rules and Regulations of the Medical Staff states that a General Consent Form signed by every patient admitted to the hospital must be obtained at the time of admission. A patient signature must be obtained unless it is determined by medical personnel that patient is unable to sign. Such information must be documented on the patient consent form. The Admitting Department will follow-up on a daily basis to obtain patient or family member's signature for patients unable to sign upon admission.

(B) Purpose of Policy

To ensure consent for treatment for patients presenting to The University of Toledo Medical Center for acute care or emergency services.

(C) Procedure

1. Registration staff shall have the general consent form signed by all patient and/or responsible parties at the time of the patient's presentation to the hospital.
2. Verbal consent may be obtained and documented from patient or responsible party when necessary.
3. If a patient is medically determined to be unable to sign, a responsible party may sign on behalf of the patient. This shall be documented on the consent form.
4. The consent form on patients admitted from the Emergency Department and were unable to sign, must be co-signed by the Admitting Clerk and the Nurse.
5. Registration staff will notify Nursing Unit Personnel, whenever consent has not yet been obtained.
6. Consents without signatures will be kept on a clipboard in Admitting and a follow-up will be done daily. Follow-up consists of getting the signature or documenting the attempt. After consent is obtained, it will be placed in the patient's chart. The unsigned consents will be taken to ER for weekend and holiday follow-up.

Approved by:  _____ Pamela Easler Director, Patient Access <i>Review/Revision Completed By:</i> <i>Director, Patient Access</i>	Review/Revision Date: 7/17/81 9/10/99 10/4/84 10/01/07 2/12/87 3/15/88 5/2/89 4/1/93 8/29/96
Next Review Date: October 1, 2010	
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.