

UNIVERSITY OF TOLEDO MEDICAL CENTER

Department/Section:	Rehabilitation Services/Nursing	Effective Date:	10/80
Subject:	Procedure for Admission to the Coghlin Rehabilitation Center	Policy No.:	23-IMI-01

POLICY

Each patient admitted to the Coghlin Rehabilitation Center at the University Medical Center shall undergo a screening of information process prior to admission, and be fully informed of program description and purpose.

PURPOSE

To provide the patient and staff with a procedure for determining if the patient is appropriate for admission. To allow patients and their families to make informed decisions in regards to their rehabilitation care.

PROCEDURE

1. The Preadmission/Transfer Summary is completed by the Rehabilitation Admissions Coordinator or designee.
2. The Preadmission/Transfer Summary, along with a face sheet or demographic data sheet, are faxed to Central Financial Services immediately to begin financial screening. The original is used to initiate a file for the patient.
3. An available Physical Medicine & Rehabilitation physician reviews the application, preferably within 24 hours. If the patient is at UMC, they will be visited by the consulting PM&R physician. At that time, a decision will be made regarding the patient's acceptance.
4. The original or faxed copy of the Preadmission/Transfer Summary is reviewed by the Admissions Coordinator or designee for their approval or disapproval of the candidate. The decision, including reasons for disapproval, must be stated on the form provided.
5. Central Financial Services is to fax Rehabilitation Admissions personnel the results of the financial screening. This information will be documented on the Patient Insurance Information form.
6. At any time during the admission process (even prior to referral), patients/families are encouraged to tour the Coghlin Rehabilitation Center or receive information about its services via written literature or discussion.
7. After completion of the screening process, the Rehabilitation Admissions Coordinator will:
 - A. If the application is rejected:
 1. Immediately notify the referring doctor/agency and/or care coordinator by phone.
 2. The application, along with any information and recommendations regarding non-admission, will be kept on file in Rehabilitation Admissions Coordinator's office for one year.
 - B. If the application is accepted, the following will occur:

1. Establish the date and time of admission, taking into consideration available beds and staffing levels. Admissions will be done 7 days/week. Confirm with Central Financial Services; the Nursing Unit will inform Admitting of room and bed number.
 2. If the patient is in another institution, arrange admission with care coordinator from that hospital/agency.
 3. If the patient is to be admitted from home, contact the patient or family by phone with the date and time for admission. If there is difficulty with arrangements for admission from home, notify the care coordinator of the Coghlin Rehabilitation Center so she may contact the family to resolve the problems.
 4. A confirmation letter is to be sent to the patient or family with the date, time, checklist of items to bring, and a patient handbook if there is enough time allowed before scheduled admission, or this is provided during patient/family tour.
 5. The referring physician, if other than the admitting physician, is to be notified of the date and time of his/her patient's admission.
 6. The Rehabilitation Admissions Coordinator will notify the admitting physician or designee with the date and time of the patient's admission.
 7. The original completed preadmission transfer summary, patient insurance information form, and any medical records are delivered to the nursing unit.
 8. On the date and time of admission, the patient should report directly to the Nursing Unit. It is advisable to have a family member accompany the patient to assist with the admitting process. When the patient reports directly to the Nursing Unit, the Admitting Department will send the chart, armband, and name-plate, etc. with an admissions clerk to the unit. The family will complete the necessary paperwork for the Admitting Department.
- C. If the application is accepted, to arrange for a transfer from University Medical Center acute care:
1. The Rehabilitation Admissions Coordinator will call the Central Financial Services clerk and the care coordinator on the floor on which the patient is currently located to inform her of the patient's acceptance and the date and time admission should take place. The Rehabilitation Admissions Coordinator will take the completed application form to the Coghlin Rehabilitation Center nurses' station.
 2. The transferring unit is responsible for notifying the referring physician to obtain discharge orders. Once the orders are written, the discharging unit will notify the Admitting Office.
 3. If circumstances arise which will not allow a patient move to Coghlin Rehabilitation Center to occur as scheduled, the care coordinator on the UMC nursing unit should inform the Rehabilitation Admissions Coordinator as soon as possible. At that time, further arrangements can be made for a later admission to the Coghlin Rehabilitation Center if required. The Rehabilitation Admissions Coordinator will inform all Coghlin Rehabilitation Center staff of the change.

4. When all beds at the Coghlin Rehabilitation Center are occupied, approved applications shall be prioritized. Please refer to Nursing Service/Rehabilitation Services Policy 23-IMI-03. When a bed becomes available, the Rehabilitation Admissions Coordinator will arrange for the admission from the prioritized waiting list.

Authorized By:

Rehab Services Director

Division Chief

Nursing Director, Coghlin Rehabilitation Center

Revision/Review Dates: 8/82, 12/82, 8/84, 9/85, 10/87, 6/89, 10/91, 3/93, 7/94, 3/06, 7/97, 3/98, 9/98, 9/99, 10/2000, 5/2002, 9/2003, 7/2005, 9/2006