



Nursing Service Guidelines
Inpatient Behavioral Health

Title: Nursing Admission Procedures

Responsibility: Department Directors/Lead Nurses/Detox Floor Nurses/Designees

Purpose of Guidelines: To assure that patients are admitted to the unit in a legal and appropriate manner.

Procedure:

- A. The patient will sign the admission forms, release of information forms, and patient rights forms prior to or at the time of admission.
- B. Direct admit patients will be registered in main lobby or ED registration and detox staff will escort patient to the unit.
 - 1- Staff will send home any extra belongings with family or friends.
 - 2- Only the patient is allowed to be brought up to detox unit. (no visitors on unit)
- C. Every patient will have a nursing assessment completed by the Registered Nurse. Other hospital admission procedures will be completed as described in the nursing admission policy and procedures #3364-120-13.
- D. When the patient arrives on the detox unit, he/she is escorted to the intake room. The patient should not be left alone or out of view of staff until:
 - 1- Patient is searched for contraband
 - 2- All belongings are inventoried and secured per "Patient belongings guideline"
 - 3- Patient reviews and signs the Patient Program Participation Form.
- E. Assigned staff should complete the Nursing assessment
 - 1- Complete Physical assessment
 - 2- History
 - 3- Obtain urine sample
 - 4- Document in EMR
- F. Assigned staff should orient patient to the unit, room, environment, staff, program, and meal ordering (see food and nutrition guideline).
- G. RN will notify the attending physician of significant findings and obtain orders.

Reviewed by: Kassa Casey, MSN, RN & Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS

Approved: 8/2017

Reviewed: 2/2021, 6/1/2023, 4/23/2025

Revised: 8/2019

Reviewed by Policy & Standard Committee: