

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

**ADMISSION TO LOUISIANA STATE UNIVERSITY HEALTH SCIENCES
CENTER**

PURPOSE:

To provide a mechanism to facilitate the inpatient admission of patients to LSUHSC.

POLICY:

1. LSUHSC welcomes all Louisiana resident patients of physicians on its medical staff. No patient is to be denied admission due to race, color, religion, ancestry, financial class or national origin. Non-resident (out of state) patients must make the necessary financial arrangements prior to admission.
2. Patients may be admitted to LSUHSC by faculty members of the medical staff with admitting privileges and by house officers and fellows admitting patients to the designated attending physician for their assigned service. The patient's physician shall establish the patient's condition and provisional diagnosis on admission.
3. Acceptance of non-emergent admissions and transfers to LSUHSC shall be made contingent upon verification of available resources through Bed Control and patient eligibility for access to care at LSUHSC.
4. All admissions, excluding L&D and newborn admissions, require completion of the Admission Approval Form by the admitting physician.

Types of Admissions:

1. **Planned Admission** - A planned admission is an inpatient admission of a patient pre-planned in advance of the patient's presentation for inpatient care. All required admission paperwork (including the Admission Approval Form) is submitted prior to the date upon which the patient is to be admitted. The patient is instructed to report to the Admitting Department. There the Admission Face Sheet is printed and the patient is escorted to the appropriate inpatient area.

2. **Admission From Outpatient Clinics** - Patients may be directly admitted from one of the LSUHSC Outpatient Clinics. The Admission Approval Form is completed in the Clinic and submitted to the Admitting Department. The Admitting Department completes necessary admission processes and the patient is transported to the assigned bed.
3. **Admissions From Outpatient Surgery** - Patients requiring inpatient admission following outpatient surgery are admitted by submitting the Admission Approval Form to the Admitting Department from the outpatient surgery area or from the PACU. The Admitting Department completes the inpatient admission process and the patient is then transported to the assigned bed.
4. **Admissions From the Emergency Room** - Emergency Room patients requiring inpatient admission must have the Admission Approval Form and other required information forwarded to the Admitting Department. The Admitting Department completes the admission process and the patient is transported from the Emergency Room to the assigned bed.
5. **Admission of Outpatient Observation Patients** - When an observation patient is determined to require inpatient care, a copy of the attending physician's orders is sent to the Admitting Department. A new face sheet, patient ID card and armband will be prepared and sent to the unit. The patient is then transferred to the assigned bed on an inpatient unit.
6. **Admission from Psychiatry Unit** - Psychiatry patients requiring inpatient admission must be discharged from the Psychiatry Unit prior to being admitted to an inpatient bed. The Admission Approval Form and other required information are forwarded to the Admitting Department. The Admitting Department completes the admission process and the patient is transported from the Psychiatry Unit to the assigned bed.
7. **Admission to Psychiatry Unit from an inpatient unit** - Patients must be discharged from an inpatient unit prior to being admitted to the Psychiatry Unit. The Admission Approval Form and other required information are forwarded to the Admitting Department. The Admitting Department completes the admission process and the patient is transported from the inpatient unit to the Psychiatry Unit.

Transfer of Patients Definitions:

1. **Appropriate transfer**
 - a. The receiving facility has available resources and agrees to accept the transfer and provide necessary treatment, and
 - b. The transferring facility provides the receiving hospital with a complete copy of the patient's records and other information (such as copies of X-rays, etc.), and
 - c. The transfer is affected through qualified personnel and transportation equipment, including use of necessary and medically appropriate life support measures during the transfer.
2. **Transfer of Emergency Patients from Other Hospitals** - When a request for a transfer is received from a physician attending an emergency patient at another hospital, the call is transferred from the Physician Referral Office or from the Nursing House Manager to the Emergency Room. The Emergency Room then coordinates the data collection for the transfer of the emergency patient.
3. **Transfer of Trauma Patients** - When a request for a transfer is received from a physician attending a trauma patient at another hospital, the call is transferred to the Trauma Team on Call. The Trauma Service then coordinates the data collection for the transfer of the trauma patient.
4. **Transfer of Non-emergency Patients from Other Hospitals** - When a request for transfer of a non-emergency patient is made, verification of bed availability, space, facilities and personnel is made (see policy 2.11 "Access To Care"). Transfers of non-emergent patients to LSUHSC may be made by contacting a member of the LSUHSC medical staff with admitting privileges, or by contacting the Physician Referral Office during weekday business hours.



Administrator

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Date

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