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 and patient eligibility for access to care at LSUHSC.

4. All admissions from LSUHSC clinics and transfers, excluding L&D and newborn admissions, require completion of the following by the physician:
   a. Admission approval form,
   b. MD orders or progress note with treatment plan, AND
   c. Admitting diagnosis.

5. All admissions from ED and procedural areas, excluding L&D and newborn admission, require completion of admission order in EHR (Electronic Health Records).

6. Coordinated Care Services shall review physician orders, progress notes, treatment plan and admitting diagnosis for patients being admitted or after admission to determine if interqual medical necessity criteria are met. If criteria are not met, the Case Manager shall call the following physicians in consecutive order until resolved: physician caring for the patient, attending physician, Clinical Chief, Senior Associate Dean & Chief Medical Officer.

7. The Admitting Department completes necessary admission processes and the patient is transported to the assigned bed.
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 paperwork will be submitted prior to the date upon which the patient is to be admitted. The patient is instructed to report to the Admitting Department.

2. **Admission From Outpatient Clinics** - Patients may be directly admitted from one of the LSUHSC Outpatient Clinics.

3. **Admissions From Outpatient Surgery** - Patients requiring inpatient admission following outpatient surgery are admitted by submitting the admission order in EHR.

4. **Admissions From the Emergency Room/Psych Crisis Center** - Emergency Room patients requiring inpatient admission must have the required admission order in EHR.

5. **Admission of Outpatient Observation Patients** – Patients needing to be placed in observation will have order entered in EHR.

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.

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.

8. **Admission to Pediatric Unit** – Special consideration must be taken concerning the exclusion of patients admitted to the unit. Such patients would be: gang members, prisoner patients, pregnant patients, patients with gun shot wound/stab wound resulting from criminal activity, patients with pending felony/misdemeanor charges, patients with previous sexual misconduct on the unit, and, in addition any patient deemed as an inappropriate admission to the pediatric unit by the Chief of Pediatrics. Specific names and medical record numbers of such patients will be forwarded to Admitting.

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 Transfer Center to the Emergency Room. The Transfer Center 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 Transfer Center. The Transfer Center 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 the Transfer Center who will contact a member of the LSUHSC medical staff with admitting privileges.