



Current Status: *Active*

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**Approved:** 11/30/2020, 6:12PM EST  
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**Expiration:** 11/30/2021, 6:12PM EST  
**Owner:** Julie Sevedge: Business Office Manager  
**Policy Area:** Business Office  
**References:**

## Admissions: Access to Care Policy

### Purpose

It is the policy of Whitman Hospital Medical Clinics (WHMC) to admit and treat all persons without regard to race, color, sex, handicap, national origin, religious creed or financial status. Admission requirements and assignment of hospital facilities are the same for all and there are no distinctions made to determine eligibility to receive any patient care service. It is the policy of WHMC to provide quality healthcare to all persons.

There are no distinctions in eligibility for receiving any patient care services. Hospital facilities are available to all patients and visitors. Individuals and organizations having occasioned to refer patients for admission or recommend WHMC are advised to do so within the hospital's policy to provide quality health care to all persons.

### Applicability

Hospital Personnel

### Policy

1. Admission to WHMC can occur in several different locations depending on how you arrive to the hospital. The admission procedure is conducted in a consistent manner throughout the facility.
2. The admission process at WHMC includes but is not limited to identification of the patient utilizing at least two patient identifiers to ensure the correct patient is selected at the entrance into medical care and treatment. The admission process is documented within the electronic medical record (EMR) beginning with the patient admission and signing of appropriate documents. The WHMC non-discrimination policy is followed throughout the entire patients encounter within the medical center.
3. Patients are queried about the existence of an advance directive and information is provided about advance directives at time of admission. The admitting nurse completes this information and documents the presence of an advance in the EMR. The admitting nurse will also document the intent of the advance directive in the EMR. Referrals are made as indicated.
4. During the admission process the admitting personnel provide notices about financial assistance and charity care, patient's rights and responsibilities, financial agreement, consent for treatment along with the notice of privacy practices.

## Procedure

When this policy is approved, it needs to go to Laurie Gronning. It also needs to be posted on the Hospital website and Department of Health website.

## Attachments

No Attachments

## Approval Signatures

Approver	Date
Abby Smith: Chief Financial Officer	11/30/2020, 6:12PM EST
Julie Sevedge: Business Office Manager	11/30/2020, 4:44PM EST