

## *El Paso - Ambulatory Clinic Policy and Procedure*

Title: <b>ADMISSION &amp; ESCORT OF PATIENTS TO UNIVERSITY MEDICAL CENTER- EL PASO AND/OR AREA HOSPITAL</b>	Policy Number: <b>EP 3.6</b>
Regulation: Joint Commission Reference:	Effective Date: <b>11/2014</b>

### **Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide for continuity of patient care in situations where admission and transfer to area hospitals may be necessary. It is our goal to facilitate transfers in a safe and efficient manner for those patients needing to be transferred to University Medical Center- El Paso (UMC-EP).

### **Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso School of Medicine Clinics, also known as Texas Tech Physicians of El Paso.

### **Procedure:**

#### **I. Routine Admissions to UMC-EP:**

- A. When Inpatient admission has been decided to be necessary, immediately call the Accommodation Nurse Coordinator (ANC) at University Medical Center at 521-7006 who will assess bed availability on the unit where the provider requests admission.

Fax to the ANC the "Admissions Information" form at 521-7140 (see attached below) with the patient orders, progress notes, history and physical and any relevant laboratory results.

**At no time should a patient be sent to the hospital without the input of the ANC and bed arrangements completed.**

- B. Patient may be sent home, to the Admitting Office or directly to the unit as determined by the ANC. If no bed is available it may be necessary for the patient to go home to wait for a call from the hospital that a bed is available. The admitting physician will be involved in the decision that the patient is stable enough to wait at home for a bed. Assure that a reliable phone number for reaching the patient is secured and provided to the ANC.

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- C. If the patient is stable, the provider will enter an order for admission in the clinic progress notes including method of transport by the family member.
- D. If the stable patient requires transportation to UMC-EP for admission the department may call UMC-EP monitor base at 915-544-1200, extension 1052 and a UMC-EP vehicle will transport the patient for admission. The department may provide a wheelchair to facilitate transport of the patient to UMC-EP by the family member/care taker.

### **II. Urgent Admissions to UMC-EP:**

- A. Immediately call the ANC at 521-7006 who will assess bed availability on the unit where the provider requests admission. Fax the Admissions Information form (see attached below) to the ANC at 521-7140 with the patient's orders, progress notes, history and physical and any relevant laboratory results.  
**At no time should a patient be transferred to the hospital without the input of the ANC and bed arrangements made.**
- B. The ANC will provide direction on how this admission may need to be handled – if a bed is available on the appropriate unit direct transfer to this bed may be accomplished, with the assistance of the ANC. If no bed is available it may be necessary for the patient to be sent to the Emergency Department to await admission. The ANC will provide instructions on how the clinic is to proceed.

### **III. Emergency Admissions to UMC-EP Emergency Department:**

- A. 9-911 will be called to transport the patient to the Emergency Department.
- B. A courtesy call will be placed to the Emergency Department Charge Nurse or faculty at 472-4063 notifying of the patient's transfer, status and the condition of the patient.  
Document all information leading up to the transfer in the progress notes.  
Admission orders, H & P, Progress Notes, current Laboratory results will be sent with the patient.
- C. Clinic will notify Texas Tech Police that EMS is in route to the clinic so that a police staff member can escort EMS to the clinic and back to their vehicle.

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### **IV. Urgent Evaluation of patient at UMC-EP Emergency Department:**

- A. A written referral by the provider sending the patient must accompany the patient explaining what symptoms or problems are prompting the Emergency Department evaluation.
- B. A courtesy call to the ED Charge Nurse at 472-4063 will alert the staff of the patient's arrival.
- C. The provider will document in the progress notes the type of transportation necessary, as well as the number and type of staff to safely transport the patient, if transport by staff can be done safely. If there is any question about how stable the patient is for transport or if sufficient staff with appropriate training are not available – call for EMS transport.

### **V. Admission to Labor and Delivery at UMC-EP:**

- A. All OB Patients over 20 weeks gestation are to be sent to “OB Triage” for evaluation of OB related conditions.
- B. Patients under 20 weeks gestation and those with Non-OB related conditions are to be evaluated in the main Emergency Department at UMC-EP.
- C. Pregnant trauma patients should be evaluated in the main ED at UMC-EP and escorted to L & D after being cleared by the ED.
- D. Repeat C-Sections and direct OB admissions and private physician patient admissions are to come to the L & D unit with an admission packet. (OB Clinic has this packet.) Orders and plan of care should be outlined and these patients should be **DIRECTLY** admitted to Labor and Delivery.
- E. Admissions for observation in L & D: Patients who should be admitted for observation include **high risk antepartum patients** expected to be discharged within 24 hours. Additional patients who would be better served in a Labor & Delivery Recovery Room (LDR) bed as observation patients include:
  - i. Prolonged fetal monitoring – greater than 2 hours
  - ii. Psychiatric patients requiring a psychiatric referral,
  - iii. Any patient requiring privacy and family support based on specific needs e.g. fetal loss, private physician patient admissions.
- F. Transport of patients to the hospital may be done by wheel chair if the patient is stable and not in distress with an order by the provider if this can be done safely. Staff availability may need to be considered in this decision. Transport by EMS will be necessary for any patient who is unstable, bleeding or in labor. The provider will write orders for method of transport if transport by staff can be done safely otherwise an order for EMS Transport will be entered.



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- G. If a patient is to be sent to L & D as an EMERGENCY ADMISSION please call the Charge Nurse in L & D to alert to the patients arrival at 521-7830. Send H & P, Progress Notes, Lab reports etc. with the patient.

### **VI. Admission to a hospital other than UMC-EP:**

If a patient is to be admitted to an area hospital, other than UMC-EP, usual routine would be to call the admitting office of that hospital to arrange for a bed in a particular unit or possibly any open bed. Admission Orders, copies of current laboratory results and copy of recent progress note need to be sent as the provider directs.

#### VI. Admission to Children's Hospital

\*\*Make sure all vital signs are taken, including B/P, respiration and pulse.

Have all patient information ready; name and DOB. Have admitting physicians name, a call back number and extension. (General Peds 9<sup>th</sup> floor)

- A. Call AOD @ 996-8174 with above info. They will call back with room and bed number.
- B. Call 9<sup>th</sup> floor at 298-5432 or call hospitalist at 309-8541.
  - Fax orders to 242-8438
  - Make sure label is put in admission binder.
  - Make 1 copy of admission forms to be place in Texas Tech chart. Original goes with patient to the floor.
  - Call 9<sup>th</sup> floor to verify assigned room is ready for the patient
  - Elevators next to reception area do not need ID.



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### **Night Clinic Admission Process**

Follow above steps.

- Call Guest Services at 521-7671 so they can meet you at the back door of Children's Hospital and let you in.

\*\*\* For all Lab and/or Radiology after 5:30, patient needs to go to register in the ER. ER **DOES NOT** see them, they only get registered through ER.\*\*\*

### **Radiology 242-8353**

In case of any problems call Patient Access Supervisor @ 298-5444 ext 43105

### **Outside Clinic Admission Process**

Follow regular hr steps.

- Send patient to Children's Hospital and inform them to go in through Main (front) doors.

Guest Service representative or security is always at the front desk, if they need assistance, or they can go directly to 9<sup>th</sup> floor



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**Admissions Information  
Accommodation Nurse Coordinator (ANC)**

Please call ANC for bed availability at **(915) 521-7006**, prior to sending the patient to the hospital

Patient Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Bed: \_\_\_\_\_

- I certify that Acute Inpatient Hospital services are necessary.
- Place in Observation: appropriate when the patient's condition can be evaluated, treated, and monitored within 23 hours.
- Place in Outpatient services: outpatient treatment in a hospital bed, not to exceed an overnight stay (IV Remicaid, IVIG, Abx x1 dose, RBC's, Chemo, etc.).

Patient: \_\_\_\_\_ Age: \_\_\_\_\_

DOB: \_\_\_\_\_ M/F: \_\_\_\_\_ SSN: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

<p><b>Document Clinical information to justify an admission to an acute bed:</b> Signs and symptoms: _____</p> <p>Suspect: _____</p> <p>Clinical labs to support diagnosis: _____</p> <p>Diagnostic studies to support diagnosis: _____</p>
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**Please fax orders, progress notes, H&P, and any relevant lab results to fax number: (915)521-7140 or (915)521-7997, ATTN: ANC**

Ordering Physician (Faculty or Resident): \_\_\_\_\_

Admitting//Attending Physician (Faculty): \_\_\_\_\_

Oxygen: Yes / No

Isolation: Yes / No

Latex Allergy: Yes / No

Employee/Dependent: Yes / No

Prisoner: Yes / No



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HEALTH SCIENCES CENTER™  
at El Paso

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