



*Ambulatory Clinic Policy and Procedure*

<p>Title: <b>HOSPITAL ADMISSION &amp; TRANSPORT OF PATIENTS</b></p>	<p>Policy Number: <b>EP 3.6</b></p>
<p>Regulation Reference: Joint Commission PC.01.01.01; PC.01.03.01;PC .02.01.01;PC.02.01.09;PC.02.02.01; PC 04.01.01;PC .04.01.01;PC 04.01.01; PC 04.02.03PC .04.01.01; PC 04.02.01</p>	<p>Effective Date: <b>3/2021</b></p>

**Policy Statement:**

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It is the policy of Texas Tech Physicians of El Paso (TTP-EP) 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 transfer to area hospital.

**Scope and Distribution:**

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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:**

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**I. Direct Admission**

- A. When Inpatient admission is necessary, contact the responsible office for coordination of admissions at the hospital.
- B. Fax or submit to that office any hospital required documents to include patient orders. Other documents may be required according to hospital and service involved. Progress notes, history and physical (H&P) and any relevant results should be included when needed.

At no time should a patient be sent to the hospital without the input of the hospital office coordinating admissions.

- C. Patient may be sent to the Admitting Office or directly to the unit as determined by the hospital. 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 or be referred to the Emergency Department. Assure that a reliable phone number for reaching the patient is secured and provided to the ANC.

**II. Referral to Emergency Department**

- A. An order/referral and any other useful documentation by the provider sending the patient must accompany the patient explaining symptoms or problems prompting the Emergency Department evaluation.
- B. Call to arrange transportation of the patient to the Emergency Department when needed. 911 will be called if appropriate.
- C. A courtesy call will be placed to the Emergency Department Charge Nurse notifying of the patient's transfer, status and the condition of the patient.


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**III. Admission to Labor and Delivery:**

- A. All OB Patients over 20 weeks gestation are to be sent to the applicable Obstetrics area for evaluation of OB related conditions.
- B. Patients under 20 weeks gestation may be evaluated in the Emergency Department at the discretion of the referring provider.

**IV. Transportation of patients**

- A. Patients are responsible for their own transportation to and from clinic appointments
- B. TTP-EP staff should utilize appropriate community resources for patients requiring transportation assistance to home or other facilities.
- C. Stable patients requiring hospital admission or Emergency Department evaluation: any available public transportation or private vehicle accompanied by family or significant other as needed.  
Unstable patients requiring admission to a hospital or Emergency Department evaluation: an ambulance may be called. When EMS is called, the 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.
- D. The provider for the patient should make decisions regarding appropriate mode of transportation according to the clinical condition.
- E. TTP-EP staff trained for the purpose may transport/escort patients to hospital/s within the building or contiguous to it, only when the provider deems that other modes of transport are not suitable for the patient clinical condition.
- F. Transportation of patients within the premises of the clinic and its attached parking spaces may be performed by trained staff only when needed and no accompanying visitor is available.

Policy Number: <b>EP 3.6</b>	Original Approval Date: <b>8/1999</b>
	Effective Date: <b>3/2021</b>
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech Physicians of El Paso	



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Resource Numbers

1. UMC 915-521-7006
2. EPCH 915-474-8974
3. THOP 915-877-8649
4. EPPC 915-877-8455
5. PBH 575-589-3000
6. UBH 915-544-4000

Resource Faxes:

1. UMC 915-521-7140
2. EPCH 915-242-8359
3. THOP 915-877-8649 and registration fax 915-877-8315
4. EPPC 915-534-5590
5. PBH 575-589-6682
6. UBH 915-533-3605

Resource numbers for the Labor and delivery Departments;

1. UMC L&D 915-521-7830
2. THOP L&D 915-877-8440