

## Direct Admission Process Checklist

Step	Process Description
1	Physician contacts Nursing Supervisor @ 407-4444 for bed availability.
2	Give Nursing Supervisor patient name, diagnosis, type of bed needed, approximate arrival time of patient.
3	To fax information: - 948-3316 or send with patient: a) Original orders (please indicate patient status - inpatient or observation) b) If available, please include dated Health & Physical (H&P) c) If available, please include any diagnostics done in last 24 hours
4	Physician office staff provides patient education regarding purpose of admission, medication changes, etc.
5	Instruct patient to go to OGHS admissions for processing (allow 1 hour) and bring the following. a) Completed order sheet, Health & Physical (H&P), recent diagnostics, if available. b) Insurance/medicare/medicaid cards. Office staff should verify workman's compensation before sending patient. c) Home medications and/or list. d) Primary Care Physician (PCP) referral if they are being admitted observation status (medicaid only) e) Advanced directives/living will, if applicable
	<b>NOTE: Self-pay patients will be required to put a minimum \$2,500.00 deposit based upon diagnosis and needs upon arrival.</b>