



Origination 03/2014
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Owner **Damon McCutcheon:**
Manager, Patient Access
Policy Area **Registration Policies**

Hospital Admission Policy

POLICY:

Provide satisfying admissions processes for all patients admitted to Jefferson Healthcare.

PURPOSE:

To standardize and assure quality in the hospital admissions process.

SCOPE:

All patient admission areas in the Jefferson Healthcare organization.

DEFINITIONS:

Admission: The formal acceptance by the organization of a patient who is to be provided with room, board, continuous nursing service, and other institutional services while lodged in the institution.

RESPONSIBILITY:

It is the responsibility of organizational leadership to facilitate structure for the admissions process that meets customer and regulatory requirements.

It is the responsibility of each area admitting patients to have standard work practices that are reliably followed and satisfying to the customer.

It is the responsibility of area leadership to manage and maintain policies that are effective for the steps in the admission process.

It is the responsibility of the staff admitting patients to know and use the standard work provided and to provide feedback to area leadership for ways to improve the process.

PROCEDURE

A valid order from a provider is required for admitting a patient to the hospital.

All patients will be queried about the existence of an advance directive. If the patient has no advance directive, information will be provided about advance directives at the time of admission (See Advance Directives policy).

All patients will be notified of financial assistance availability per policy (See *Jefferson Healthcare Financial Assistance Policy*).

Information about Patient Rights & Responsibilities will be made available per policy (See *Patient Rights & Responsibilities* policy)

Patients will be informed regarding financial agreements as they pertain to the care being provided via *Conditions of Admission* waiver.

Consent for care will be obtained prior to providing said care.

Information of privacy practices will be made available during the admission process and patients will be informed per policy (See Notice of Privacy Practice policy)

RECORDS REQUIRED:

Records of patient admissions processes are kept in the patient's medical record.

REFERENCES:

Washington State Department of Health, Accounting and Reporting Manual for Hospitals 2014

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Approval Signatures

Step Description	Approver	Date
Update Website and Send to DOH @HospitalPolicies@doh.wa.gov	Tina Herschelman: PR Marketing & Community Engagement Manager	12/2025
Executive Approval	Tyler Freeman: Chief Financial Officer	06/2025
Leader Approval	Damon McCutcheon: Manager, Patient Access	05/2025