MEDICAL STAFF STANDARD

SUBJECT: **Admissions & Discharges**

RESPONSIBLE PERSONS: **St. Ann's Medical Staff**

POLICY:

ADMISSIONS: Patients can only be admitted to the hospital:

A) by members of the Medical Staff who have been granted admitting privileges by the Board of Trustees of the Hospital: or

B) by practitioners who have been granted emergency privileges by the Chief Operating Officer.

ADMISSION THROUGH EMERGENCY ROOM: every patient in the Emergency Department will be cared for by the Emergency Department physician, or the attending patient's practitioner. If hospitalization is indicated, the patient will be admitted under care of the patient's attending practitioner if the attending practitioner is a member of the hospital's Medical Staff.

Patients who have no attending practitioner, or whose personal practitioner is not a member of the Medical Staff, will be admitted under the care of the appropriate departmental practitioner on call, or member of the Medical Staff selected by the patient or the patient's attending physician, pending notification and acceptance by such appropriate practitioner.

PATIENT DISCHARGE: patients shall be discharged only upon a written order of the attending practitioner unless the patient requests discharge against medical advice. A patient who requests discharge against medical advice shall be requested to sign a form provided by the hospital indicating that the patient's discharge is at the patient's request and against medical advice. At the time of discharge, the attending practitioner shall see that the record is as complete as possible.

OBSERVATION STATUS PATIENTS: patients admitted for observation status need to be evaluated by the attending physician or designee within 24 hours. The medical record should contain the chief complaint, pertinent signs and symptoms, and a treatment plan. If the patient requires admission, a full history and physical should be performed at that time.

PATIENT VISITS BY PRACTITIONERS: the admitting practitioners or the practitioner's alternate must see the patient within twenty-four (24) hours of the patient's admission to the hospital. Thereafter, the admitting practitioner or the practitioner's alternate must see the patient at least daily and more frequently if warranted by the patient's condition. Policies of the ICU/CCU relating to patient visits by practitioner shall supersede the requirements of this rule.

DEVELOPED BY: **St. Ann's Medical Staff** **ORIGINAL DATE:** **February 1974**
REVIEWED DATE: **November 2002**
REPLACES: **Medical Staff Rules & Regulations**
REVIEWED BY: **Medical Executive Committee 11/4/2002**
APPROVAL FOR IMPLEMENTATION BY: **St. Ann's Hospital Board of Trustees**
DATE: **12/17/2002**

_____ ***Signature on File*** _____
Steve Tuttle, M.D., President, Medical Staff

_____***Signature on File*** _____
Kirk Hummer, RN, Chief Operating Officer

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