

**Bahrain Defense Force Hospital
Policy and Procedures Guidelines**



Policy No. ACC/001

Initial Released Date: 25 April 2007

Last Reviewed Date: 24 April 2010

Next Revision Date: 23 April 2013

TITLE: Admission Process

1.0. Statement of purpose:

1.1. These policy and procedures guidelines are formulated to address the admission process of all patients to the BDF inpatient facilities.

2.0. Responsibility:

2.1. Hospital Director, Chief of medical Staff and Director of Nursing: Responsible for approving and disseminating this policy.

2.2. Chairpersons / Heads of Department / Sections and Assistant Director of Nursing: Responsible for disseminating and implementing the policy and for assuring staff compliance.

2.3. All BDF healthcare providers: Responsible for complying with this policy.

3.0. Policy:

3.1. Access to appropriate care in the BDF facilities is determined, in part, during the admission process by criteria governing the allocation of beds to match the medical category and the individual needs of each patient.

3.2. The Admission Department will facilitate the admission process and maximizes the coordination of referrals, transfers and subsequent discharge of patients from BDF inpatient facilities.

3.3. Patient assessments are coordinated by the nurse in charge and are to be completed within no later than 24 hours of patient's arrival to the unit. The patient's discharge needs should be considered during the initial admission assessment.

3.4. The Admitting Department registers all inpatients and assigns beds appropriate to the patient's medical category, and in line with the entitlement category of patients.

3.5. For registration purposes inpatients are classified as emergency and non-emergency.

3.5.1. The registration of scheduled inpatients takes place during normal working hours at times specified by the Admitting Department; currently the hours are; 0700 to 1100 daily

3.5.2. Unscheduled patients (emergency admissions) are registered by the Admitting Department during any time 24 hours a day, 7 days a week.

3.6 For inpatient registration the following information is required to prepare the admission data sheet:

3.6.1. Patient's full name

3.6.2. Patient's nationality.

3.6.3. Occupation

3.6.4. Hospital Medical Record Number (if any)

3.6.5. Contact telephone number.

3.6.6. Entitlement.

3.6.7. Health Insurance information (if any).

3.6.8. Sponsor Contact phone number for non-Bahrainis.

3.6.9. Bahrain's Central Population Registration number (CPR).

3.6.10. Next of Kin

3.6.11. Age (Gregorian).

3.6.12. Admitting Diagnosis or preliminary reason for admission.

3.6.13. Gender

3.6.14. Attending Physician's name

3.6.15. Admission date and time

3.6.16. Primary Language

3.6.17. Unit / Department / Service

3.7. The Admitting Department provides the patient with patient bill of rights at the time of registration. If the patient is admitted directly from Accident and Emergency or Outpatient Department, the admitting Nurse will provide the Patient / Family with the patient's Rights at the time of admission.

3.8. If the patient is not entitled for free care, the patient will be referred to the cashier to settle the payment prior to admission in non-emergency cases.

3.9. When registration is completed the Admitting Department will notify the unit. The patient is escorted or transported to the unit accompanied by an aide from the Admitting Department.

3.10 The Inpatient Admission Record, medical card, the Identity Band, the Admitting Information Sheet and/or Surgical Reservation sheet are sent to the unit in a close envelope with the aide of Admitting Department and handed over to the Staff Nurse of the Unit.

3.11 If patient is admitted from Accident and Emergency Department the Registration Clerk of Accident and Emergency shall notify the Admission Department of the patient details by phone or other communication venues.

3.11.1. . The Admitting Department will assign an appropriate bed and notify the Registration Clerk of Accident and Emergency of the bed number.

3.11.2. Admission will proceed as per this PPG item 3.6 to 3.10, except item 3.8 which is not applicable to emergency admission.

3.12 If patient is admitted from out-patient department, the out-patient department Registration Clerk will notify Admitting Department and provide all relevant data.

3.12.1. Admitting Department will assign an appropriate bed and inform the Registration Clerk. The Registration Clerk will notify the relevant clinic of the bed number. The out-patient department staff, a Staff Nurse or a Nursing Aide depending on patient's condition will escort patient to the unit.

3.12.2. Admission shall proceed as per this PPG item 3.6 to 3.10, including item 3.8 which applies to non-emergency cases.

Approvals

Director of Nursing: ----- Date: -----

Chief of Medical Staff: ----- Date: -----

Hospital Director: ----- Date: -----

Director of RMS: ----- Date: -----