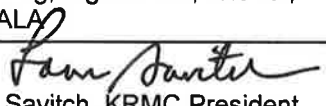


**KADLEC REGIONAL MEDICAL CENTER  
HOUSE-WIDE  
POLICY AND PROCEDURES  
Section: Administration**

<b>TITLE:</b> Admitting/Registering Patients	<b>POLICY:</b> X <b>PROCEDURE:</b> X <b>GUIDELINE:</b> <b>STANDARD:</b>	<b>NO. 191.00</b>
<b>Key Words:</b> Admitting, registration, referral, EMTALA	<b>EFFECTIVE DATE:</b> 11/12	<b>PAGE 1 OF 3</b>
<b>ADMINISTRATIVE APPROVAL:</b>  Lane Savitch, KRMC President	<b>SUPERSEDES:</b> 1/05, New	
<b>COMMITTEE APPROVAL/REVIEW:</b> Patient Care Services, Executive Team		
<b>DEVELOPMENT TEAM/AUTHOR(S):</b> Pam Fiskum		
<b>AUDIT REVIEW: (By and Date)</b>		

**POLICY:**

It is the policy of Kadlec Regional Medical Center (the "Medical Center") to serve as a regional referral center and to provide medically necessary services which may not otherwise be readily available in the region.

**PURPOSE:**

The purpose of this policy is to establish procedures for making such services appropriately available and to facilitate communication with and/or reports to the patient's physician.

**PROCEDURE:**

**A. Scheduled Services**

Requests for Medical Center services which are furnished on a pre-scheduled basis should be directed to OR Scheduling or Central Scheduling. The department will request any necessary medical information, diagnosis, written order, or documentation of medical necessity, if required for such services. Whenever possible, outpatient registration will be completed prior to the date of service.

**B. Walk-In Request for Services**

For walk-in patients or those who are sent to the Medical Center by another provider and arrive without an appointment, the following procedure will apply:

1. Patient Access will determine the type of service the patient is seeking (e.g. review written order or try to contact patient's physician). If the patient requests emergency services, accompany the patient to the emergency department and follow the Medical Center EMTALA policy.
2. If the patient is not seeking emergency services, determine when the patient can receive the requested services and direct appropriately.
3. See the attached Diagram for Admitting/Registering Patients for a decision tree.

**C. Emergency Services**

1. Requests for emergency care or emergency medical screening should be handled in accordance with the Medical Center's EMTALA policy.

**D. Patient Whose Physician's Lack Privileges at the Medical Center**

If the patient's physician is not on staff at the Medical center, the following process will apply:

1. Tests requiring privileges the patient's physician will be listed as the primary care physician referring the patient to the Medical Center.
2. Tests that do not require privileges will be registered and checked in (i.e. lab, X-ray).
3. Each department will determine the appropriate Medical Center physician for such questions.

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4. Reports or results of such testing or services will be provided to the patient's physician, in accordance with Medical Center policy.

E. Limitation of Liability

The purposes of this policy are solely to facilitate medically appropriate access to specialty care and communication with referring providers. Nothing in this policy shall be construed as extending the responsibility or liability of Medical Directors or other Medical Center physicians for the medical care and/or medical management of patients, solely by virtue of the registration department identifying a physician on staff as the Medical Center contact physician.

F. Questions

Questions regarding this policy should be directed to the Chief Operating Officer.

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**Policy 191.00 Attachment A**

Diagram For Admitting/Registering Patients

