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Owner Rhianna Montgomery: ED/  
Med Surg Nurse  
Manager  
Area Patient Care  
Services  
References DOH

## Admission Requirements Policy

### I. PURPOSE

To ensure that all patients admitted to the hospital are treated in a nondiscriminatory manner, respectful of patient rights, and consistent with applicable State and Federal law.

### II. POLICY STATEMENT

Lake Chelan Health is dedicated to providing services to patients in a safe manner that respects, protects, and promotes patient rights taking into consideration the patients' physical, emotional, and medical needs. Patient admissions will be conducted free from discrimination based on age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender identity or expression, disability, veteran or military status, or any other basis prohibited by Federal, State, or local law. All individuals have access to emergency care twenty-four hours a day.

### III. SCOPE

The scope of this policy applies to all admissions to the hospital.

### IV. ROLES AND RESPONSIBILITIES

All staff and external stakeholders are responsible for reading, understanding and adhering to all LCH policies and procedures.

### V. DEFINITIONS

N/A

## VI. PROCEDURE

Inpatient Orders are permitted only with orders from a provider who has Lake Chelan Health medical staff admitting privileges. Consideration must be given to the Hospital's capabilities, as well as availability of staffing and space.

During admission and through their visit patients will be treated with respect and courtesy. Their rights, privileges, and decisions shall be acknowledged and honored within the capabilities of the Hospital. Consideration shall be given for their comfort, health, and safety.

Assistance or accommodations for those with disabilities will be provided to the extent of the Hospital's resources and in compliance with the Americans with Disabilities Act. Language interpretative services will be made available for non-English speaking patients. Sign language interpretative services will be made available for hearing impaired patients, as requested.

Patients (or their legally authorized representative) will be provided with essential information as required by law. Information on the following will be made available during the admission process:

1. Patient Rights and Responsibilities
2. Notice of Privacy Practices
3. Financial Assistance
4. Consent for Treatment
5. Contact Information for Grievances (if requested)

Upon admission each patient will:

1. Be asked for verification of identification and have an identification band placed on them
2. If unable to verify identification due to medical condition, patient will be designated as "John or Jane Doe" until identification can confirm
3. Have their belongings processed and secured according to policy if applicable
4. Have a medical record initiated
5. Receive a Medicare notice form if applicable "Medicare Letter of Consent"
6. Be asked if they have an Advance Directive; if not, patients will be offered information about Advance Directives
7. Have a department specific admission assessment

Patients are to be admitted and discharged in a safe manner, taking into consideration their physical and medical needs.

## VII. REFERENCES

RCW 70.41.520

WAC 246-320-141

## VIII. ATTACHMENTS

### Approval Signatures

Step Description	Approver	Date
Executive Approval	Aaron Edwards: CEO	3/4/2025
Policy Management Committee	Committee Policy Management: Policy Management Committee	2/24/2025
	Rhianna Montgomery: ED/Med Surg Nurse Manager	2/19/2025

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