

## DIRECT ADMIT FROM CLINIC JOB AID

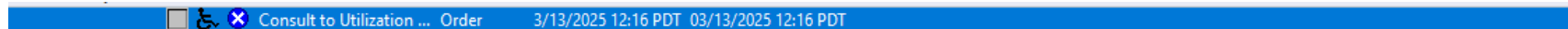
### Purpose:

- Align with Harbor Policy 372 "Clinic Admission":

*The physician is responsible for initiating the process of admission of a patient through the clinic. Scheduled Admission Office will perform financial clearance prior to creating a preadmit FIN for the clinic patient. Utilization Review (UR) will run InterQual on clinic admissions prior to a bed assignment.*

### Provider Workflow:

- Identify a patient needs to be admitted (patients can only be admitted from clinic that are meet criteria to be assigned to a Med/Surg level bed)
- Complete the clinic note that states the reason for admission
- In EHR complete the following orders:
  - "Consult to Utilization Review" -Complete all yellow boxes



### ▼ Details for Consult to Utilization Review

Details Order Comments Diagnoses



\*Requested Start Date/Time: 03/13/2025 1216 PDT

\*Requested Level of Care:

\*Requested Service:

Accepting Attending Physician:

Reason For Transfer:

Special Instructions:

\*Requesting Physician Call Back Number:

\*Reason for Consult:

\*Admission Type UR:

\*Requesting Attending Physician:

Current Patient Location and Phone Number:

b. "Request to Admit"- Providers can only admit to teams that they have admission privileges. Complete yellow boxes

Admit/Transfer/Discharge/Status

Request for Admit

Order

3/13/2025 12:16 PDT 03/13/2025 12:16 PDT

Details for Request for Admit

Details

Order Comments

Diagnoses

\*Requested Start Date/Time:

03/13/2025

1216

PDT

Location Detail:

\*Service:

Care Team:

\*Requested Level of Care:

Safety Concerns:

\*Admitting Service Attending:

Special Instructions:

4. Once preadmit FIN is created provider should place admission orders

5. Patients waits in clinic for a bed assignment