POLICY STATEMENT:
It is the policy to provide Texas Tech Physicians of Lubbock ambulatory clinics with a standardized process to directly admit patients to University Medical Center (UMC).

SCOPE:
This policy applies to the Texas Tech Physicians of Lubbock ambulatory clinics.

PROCEDURE:
1. The provider will:
   a. Determine the patient’s need for admission to the hospital.
   b. Complete a Physician Order Sheet for the patient.
   c. Communicate the admission to the inpatient resident or attending physician per departmental policy.

2. For University Medical Center direct admits:
   a. The clinic nurse shall contact UMC’s Patient Placement at 775-8610 to request a room number and provide patient information for admission.
   b. Patient Placement will provide a room number if available. The patient should be escorted to the UMC room by transportation or clinic personnel AND the Physician Order Sheet should be given to the Health Unit Coordinator (HUC). The HUC shall notify the hospital staff nurse and resident or attending of the patient’s arrival for admission.
   c. The clinic nurse caring for the patient will attempt to contact the UMC charge or accepting nurse to communicate pertinent diagnosis, treatment or interventional information.
   d. If no room number has been received in a reasonable time or by 4:45 PM, the clinic nurse shall call the UMC Patient Placement Center again or the UMC House Supervisor to facilitate the admission at pager number 761-8874.

3. For all other facility direct admits call that facility’s House Supervisor.

CERTIFICATION:
This policy was approved by the Dean for the TTUHSC School of Medicine December 2011.