

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE – JACKSONVILLE

Resident Manual

ADMISSION STATUS OF PATIENTS

Pre-printed admission order forms should be used for all admissions.

- a. **Case Management Protocol** (CM Protocol): is used to determine patient status on most urgent and emergent admissions. The order "Assign Patient per Case Management Protocol" is included on the EPIC admission order and is valid once dated, timed, and signed by the admitting practitioner. Patients admitted for active labor and delivery are outside Case Management Protocol and admitted to Inpatient status. Patients admitted for psychiatric services are outside of Case Management Protocol and the admission status is determined by the admitting practitioner.

Once the level of care is determined, a utilization nurse completes a patient type assignment order for the practitioner to sign, date, and time.

Admission status for elective admissions is the responsibility of the physician/physician's office and determined as Inpatient or Ambulatory Surgery during the administration process for scheduling an elective procedure.

- b. **Levels of Care:** Case Management analyzes the available documentation in the medical record and assigns the appropriate level of care.
- **Observation:** If the patient does not meet acute care medical necessity criteria and diagnosis, treatment and stabilization is expected within 24 hours of admission; has complications or requires extended observation post ambulatory surgery / procedure requiring admission to the hospital for further monitoring.
 - **Inpatient:** If the patient meets acute care medical necessity criteria; is expected to require hospital services for greater than 24 hours.
 - **Ambulatory Surgery:** If the procedure can be safely performed in the outpatient setting and the discharge is expected following the normal post-procedure recovery time.

When a patient's condition necessitates a level of care change (i.e. observation progressed to inpatient), a physician's order will be required.

- c. **Secondary Physician Advisor Review:** Case Management makes referrals to physicians from Extended Healthcare Resources (EHR) to make patient type determinations in some cases. The EHR physician may contact the patient's physician by phone for further information to assist in making the appropriate determination. Physicians should respond timely to EHR requests for information.

See the following policies for more information related to the admission of patients:

Shands Healthcare Core Policy CP2.73 Case Management Admission Protocol

Shands Policy AD-01-007 Direct Admissions (Admissions Dept)

Shands Policy MS-01-003 Admission to Critical Care Units (Medical Staff Dept)

Shands Policy A-01-007 Hospital Guidelines for Stroke Admissions (Administrative Dept)