

Patient Admission Procedures

Patient Admission Procedures

1. Introduction

- Admission is the formal process of accepting a patient into a hospital for care.
- Accurate admission sets the foundation for safe, coordinated treatment.

2. Types of Admission

- **Elective admission:** planned in advance, such as scheduled surgery.
- **Emergency admission:** urgent, often via the accident and emergency department.
- **Transfer admission:** moving a patient from another facility or ward.

3. Key Steps

- Verify patient identity and register demographic and insurance details.
- Record the presenting complaint, medical history, and current medications.
- Conduct an initial assessment of vital signs and overall condition.

4. Documentation and Consent

- **Informed consent:** patients agree to admission and proposed treatment after explanation.
- Allergies, risk factors, and care preferences are documented clearly.
- An identification wristband links the patient to their records.

5. Care Planning

- An individualised care plan and responsible team are assigned on admission.
- Orientation to the ward and explanation of routines reduce anxiety.
- Accurate admission data supports later transfer, treatment, and discharge.