

Patient Admission Procedures

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1. Introduction

- Admission is the formal process of receiving a patient into a hospital ward.
- A smooth admission ensures safe, organised, and reassuring care.

2. Reception and Registration

- Welcome the patient and confirm their identity and details.
- Complete registration and assign a bed and medical record.

3. Initial Assessment

- **Baseline observations:** record vital signs and general condition.
- Take a history of the presenting complaint and relevant background.
- Note allergies, medications, and special needs.

4. Orientation

- Introduce the patient to the ward, staff, and routines.
- Explain visiting hours, call systems, and safety information.

5. Documentation and Care Planning

- Record all assessment findings accurately in the patient's notes.
- Begin an individualised care plan based on identified needs.

6. Summary

- Patient admission involves registration, assessment, orientation, and documentation to start safe and personalised care.