



Admission Checklist



Refer to the **Admission Guide** for steps to take before/when the patient arrives.

Patient Information and Vitals

Patient Name: Donald Fauntleroy Duck
First Middle Last

Date of Arrival: 8 / 1 / 22 Time of Arrival: 4 : 54 ☐ A. M. ☒ P. M.

How did the patient get here? via Uber

Date of Last Use: 8 / 1 / 22 Time of Last Use: 1 : 30 ☐ A. M. ☒ P. M.

Substances Used: methamphetamine, heroin

Amount of Last Use: 1/2g / 1g Method of Last Use: IV

BAL: 0.00 BP: 148/96 Pulse: 110 Temp: 98.3 Resp: 16 O2: 99

☐ Is the patient extremely intoxicated? (Breathalyze them every hour until they blow below 0.200.)

Weight: 135 Appetite: Fair

Allergies: NKA

Hygiene: Poor

Sleep: Poor

Search and Urine Screens

☒ all printed intake forms completed

☐ documented payment

☒ patient understands confidentiality and "release of information" to relatives/loved ones

☒ copies of insurance cards scanned/uploaded to EMR (if not, request)

☐ received payment and gave receipt

☒ photo taken

Search and Urine Screens

- searched patient's person/belongings/clothing/bags according to Stepworks policies
- completed Patient Admission Inventory



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UDS Results: BUP, THC, MET, AMP, OPI, OXY, TCA

HCG Result (females): ☐ Positive ☐ Negative

House Orientation

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| ■ Tour/Introductions | ■ Medication Procedures |
| ■ Patient Workbook (enter therapist, clinical rounds, and phone/visitation/med times) | ■ How to Seek Assistance from Stepworks team |
| ■ Visitation Times/Guidelines | ■ Emergency Procedures |
| ■ Phone Privileges | ■ Tobacco Product Areas |
| ■ House Rules | ■ First Aid/Accident Reporting |
| ■ Family Therapy | ■ Grievance Procedure |
| ■ Bed Assignment | ■ Treatment Planning/Therapist Role |
| ■ Chores/Chore List | ■ Receiving Mail/Deliveries |
| ■ Daily Schedule | ■ Behaviors that Affect Privileges |
| ■ Food/Drink Location/Policy | ■ Alcohol Use/Contraband Policy |
| ■ Laundry Location/Policy | ■ Grounds for Discharge |
| | ■ Managing Anxiety/Early Discharge Thought |

Early Discharge Prevention

Ask the patient, "If you begin to talk about requesting an early discharge, what could we say (or remind you of) that might encourage you to stay?"

Patient's response: "My Kids need me"



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- Ask the patient to complete the Intake Survey on the designated iPad.

Documentation Checklist

- scan/upload insurance cards (front/back) to the EMR
- scan/upload all intake forms to the EMR
- then shred (except Patient Admission Inventory and Third-Party Payer)
- paper Patient Admission Inventory goes with patient's luggage
- Third-Party Payer goes to admin
- document Admission Date/Time, search and urine screen results, and patient's Mental Status (use questionnaire)
- document admission in the Communication Book
- add patient to the Bed Board
- document Court Order (if applicable)

Order Labs and Schedule Assessments

- CBC, CMP, HEP B, HEP C, RPR with reflex to FTA-ABS, and HIV
- nursing assessment
- biopsychosocial assessment
- provider assessment (room setup)

Team Member Signature: Lucille Ball Date: 8 / 1 / 22