

Direct Admits

Mission Direct receives call from Regional Facility requesting Direct Admit.

Is Direct Admit for today?

Yes

No

Mission Direct obtains:

1. Caller's Name & Phone Number
2. Referring Facility
3. Admitting Provider
4. Patient's Name, DOB, & Diagnosis
5. Mode of Transportation
6. Where patient is coming from
7. Requested Campus/Unit
8. Level of Care
9. Special Needs (Tele, HD, etc.)

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9. Special Needs (Tele, HD, etc.)
10. Requested Date of Admission
11. Patient Contact Information

Mission Direct enters Bed Request into Capacity Management, coordinates with Bed Coordinator, and relays information to Referring Facility.

Mission Direct completes Reservation form and gives to Patient Registration.

Night shift Patient Registration creates Pre-Admit on Day of Admission.

Day shift Mission Direct coordinates with Bed Coordinator for room assignment and contacts patient appropriately.