

# POLICY MANUAL

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**Subject:** Admission Procedure after Approval

**Effective Date:** 11/12/90

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**Initiated By:** Cinde S. Freeman  
Director of Nursing

**Approved By:** William C. Anderson  
Chief Medical Officer

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## POLICY:

The nursing staff shall complete the admissions process on all patients admitted to the detoxification and residential levels of care. A licensed nurse completes a Health History, Nutritional Screening, Nursing Triage and Admission Assessment and Pain Assessment upon admission. A Registered Nurse completes the Initial Treatment Care Plan within 24 hours of admission.

## PROCEDURE:

1. The Admissions Nurse shall enter the following information into the Electronic Medical Record (EMR). The Charge Nurse or designee in medical shall be responsible for admission procedures when the Admissions Nurse is off duty.
  - a. Nursing Assessment
  - b. Nutritional Screening
  - c. Pain Assessment
  - d. Safety Risk Assessment
  - e. Physician's Orders: The nurse shall call the physician, give summary of patient's drug history and medical condition and obtain orders for care and detox (see telephone and verbal orders).
2. An RN in Medical will enter the Initial Treatment Plan into the EMR. The
  - a. Medication Nurse will take off orders on the MAR.
3. A Nutritional Screening is performed on all patients by a licensed nurse. Patients who are determined to be at moderate or high risk on the Nutritional Screening are referred to the Registered Dietician via email.

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4. A search of the patient's luggage and any property brought to treatment is done as part of the admission process. Items to be confiscated are as follows:
  - a. Adults
    - i. All medications including OTC drugs
    - ii. Mouthwash or dental rinses containing alcohol
    - iii. Radios, TV's, musical instruments, computers, pagers or other electronic devices
    - iv. Cell phones and/or cameras
    - v. Reading Material (12 Step material is permitted)
    - vi. Weapons- This includes guns, knives, mace, metal fingernail files or other potential weapons
    - vii. Food (including gum and mints), unless individually wrapped
    - viii. Sexually explicit material (This includes writing on clothing)
    - ix. Car keys
    - x. Cleaning supplies (This includes Lysol, air freshener, and hand sanitizer)
    - xi. Aerosol products of any kind.
  - b. Youth:
    - i. All prohibited items for adults
    - ii. Cigarette lighters
    - iii. Nail polish and remover
    - iv. Any toiletry item containing alcohol (perfume, aftershave, etc.)
    - v. Aerosol products of any kind
    - vi. Magic markers
    - vii. Reading material other than school books
    - viii. Car keys
    - ix. Skirts are not allowed

Razors may be confiscated at the staff's discretion. Prohibited items may be given to individuals who brought the patient to the facility. In the event the patient transported himself, these items will be bagged with the patient's name attached and stored. These items will be returned at the time of discharge. Any items confiscated will be documented on the Prohibited Items Sheet, which the patient signs.

5. Upon arrival to the medical department staff confiscates all medication that the patient brought with them. The medication is counted by a licensed nurse who documents on paper form and has the patient sign the form as confirmation. Medications are either placed in the patient's medication drawer or if medication is not being used it will be stored in Security's secure storage room.
6. Patients are instructed not to bring controlled substances. If controlled substances are brought onto campus, the substances are sent home with family or destroyed.

7. The patient is introduced to nursing personnel, oriented to the location of detox lounge, bathrooms, closets, towels and linens, etc. The detox procedure and medical care available shall also be explained.
8. Lab specimens may be obtained at the time of admission (see related policy on [Laboratory Procedures](#)).
9. A physical examination will follow within 24 hours after admission.