CVH ADMISSION CHECKLIST

New 5/2018

Addiction Services Division
[ ] General Psychiatry Division

Date of Admission: ____________  Unit: ____________

Instructions: Each of the following items is to be signed off as they are completed. The areas may have Divisional differences as to the methods practiced to complete the various components. Division specific checklists are an addendum to this sheet.

Once the form is completed, it is to be submitted to the Head Nurse to be reviewed and filed in the Admission Section of the patient’s medical record.

<table>
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<th>Date</th>
<th>Staff</th>
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Registered Nurse to Complete:

Notify: Admitting Physician, Ambulatory Care Clinician and Nursing Supervisor of admission

Obtain routine admission orders

Complete routine lab slips: EKG, EEG, Chest X-ray, Diet order, and Dental referral

Inform patient of Advance Directive and Notice of Liability

Inform Dietician of Admission

Instruct patient on Standard Precautions

Initiate Nursing Assessment

Initiate Nursing Plan of Care in RMS

Initiate Medication Kardex

Initiate Treatment Kardex (if applicable)

Assign Primary Nursing Staff

Utilization Review Nurse Notified (if applicable)

Registered Nurse or Designee to Complete:

Record admission in census book

Weigh patient and record weight

Take vital signs and record on the vital sign sheet

Provide admission shower

Orient patient to unit

Provide Patient Rights, Legal Rights, and Visitor’s Information. Inform patient about posted flyer on who to contact regarding concerns or complaints including allegations of abuse, neglect and/or exploitation.

Provide Pastoral Care information

Complete property and clothing record

Complete census sheet

Place form as first page of admission packet.

File completed form in the Admission Section of the Medical Record.