PATIENT RIGHTS

Administrative Policy and Procedure

Approved: April 2016  
Next Review: April 2019

Department: Patient Registration, Environmental Services, Nursing (Edmonds campus)

Population Covered: All patients

Campus: Ballard, Cherry Hill, Edmonds, First Hill, Issaquah, Mill Creek, Redmond  
Implementation Date: May 2013

Related Policies and Procedures:
- Advance Directive and CPR Preference
- Cleaning a Discharge Room (EVS)
- Complaints and Grievances: Patient/Family
- Conditions of Admission Form and Consent
- Non-Discrimination Policy, PROV-ICP-729
- Notification of Inpatient Admission
- Visitation Guidelines
- Patient Refusal of Care or Treatment Algorithm
- Potentially Inappropriate Care and Management of Disputed Treatment Requests (Futile Care)

Purpose
To provide resources and direction for general communication of patient rights.

Policy Statement
Hospitals must inform each patient (or representative) of their rights. Whenever possible, this notice must be provided before providing or stopping care. All patients, inpatient or outpatient, must be informed of their rights as hospital patients. The patient’s rights should be provided and explained in a language or manner that the patient (or the patient’s representative) can understand in accordance with federal and state law.

Responsible Persons
Patient Registration representatives, Environmental Services staff members.

PROCEDURE

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Steps</th>
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<tbody>
<tr>
<td>Patient Registration Representatives</td>
<td>1. Review the Conditions of Admission (COA) form with patient/representative at admission per policy guidelines. Offer Notice of Privacy Practices per last clause of the COA.</td>
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</table>
### Definitions
None.

### Forms
- Patient Rights and Responsibilities – [Amharic](#)
- Patient Rights and Responsibilities – [Arabic](#)
- Patient Rights and Responsibilities – [Chinese](#)
- Patient Rights and Responsibilities – [English](#)
- Patient Rights and Responsibilities – [Korean](#)
- Patient Rights and Responsibilities – [Russian](#)
- Patient Rights and Responsibilities – [Somali](#)
- Patient Rights and Responsibilities – [Spanish](#)
- Patient Rights and Responsibilities – [Tagalog](#)
- Patient Rights and Responsibilities – [Tigrigna](#)
- Patient Rights and Responsibilities – [Vietnamese](#)

### Required signage
in all Patient Registration areas (Patient Rights notification):
- [Your Rights As a Patient at Swedish Medical Center](#) poster (ADMN-01-02005 R-6/11)
- [Patient Concerns](#) poster (ADMN-16-0139 R-11/16)

### Supplemental Information
None.

### Regulatory Requirement
- CMS. §482.13 – Condition of Participation: Patient’s Rights.
- WAC 246-320-141 – Patient Right and Organizational Ethics.
- The Joint Commission. RI.01.01 - RI.01.07.03, RI.02.01.01.
- DNV. PR.1 - PR.6
References

CMS State Operations Manual

Addenda

Conditions of Admission form
Notice of Privacy Practices
Welcome to Swedish brochure
Pediatric Bill of Rights

STAKEHOLDERS

Author/Contact

Paula Horne, Accreditation Specialist

Expert Consultants

None.

Sponsor

Jennifer Goodwin, Director of Patient Access

Co-Sponsors

Candace Johnson, Director of Environmental Services
Marianne Klaas, Administrative Director of Accreditation, Safety, Injury Management & Clinical Patient Relations