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SWEDISH MEDICAL CENTER

DELIVERY OF THE CONDITIONS OF ADMISSION CONSENT FORM

Administrative Procedure

| Approved: | December 2015 | Next Review: | December 2018 |
| Department: | All patient access areas, all clinical units |
| Population Covered: | All patients |
| Campus: Ballard, Cherry Hill, Edmonds, First Hill, Issaquah, Mill Creek, Redmond | Implementation Date: September 2007 |

Related Policies/Procedures:
- Advance Directive and CPR Preference
- Patient Health Information: Assigning Next-of-Kin
- Patient Rights
- Using Health Care Agreements for Behavioral Management: Patient

Purpose

To ensure the standard Conditions of Admission (COA) form is appropriately communicated and signed by the patient or their authorized representative at time of admission to Swedish Medical Center (SMC). The COA form serves as the initial consent for treatment at Swedish Medical Center and other consents may be obtained depending on the context of care.

Policy Statement

Consent is necessary prior to any treatment or procedure, except in emergency situations. All facility admissions require the COA form signed by the patient or his/her authorized representative at the time of each hospital outpatient visit or bedded admission encounter. For recurring hospital outpatient accounts, this form is required to be obtained at the initial visit of a treatment plan and/or after periods of more than 90 days between services for ongoing treatment.

The contents of the COA form are reviewed by patient registration staff members with the patient and/or the patient’s authorized representative during the admission process. The patient’s or authorized representative’s signature is obtained confirming consent for care, receiving notification of his/her Patient Rights and Responsibilities, knowledge of billing information, and awareness that a Notice of Privacy Practices is available at registration or upon request. The patient or their representative may be referred to appropriate administrative or clinical staff with questions about the COA form. Changes to the COA form are not permitted.

Patient Registration staff members are responsible for explaining the contents of Conditions of Admission form, affixing patient label to the form, obtaining appropriate signatures, and scanning the form into the electronic medical record (EMR) once signed.

In the event a signature cannot be obtained at admission, a SMC staff member will witness the initial COA, check “Unable to obtain signature at admission” on the form, and follow-up will occur to ensure that each patient’s medical record contains a signed Conditions of Admission form.
## Obtaining Consent for COA Form

The following steps are performed at the time of registration. These steps may also be performed on the unit if the patient is admitted directly to a room.

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Steps</th>
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<tbody>
<tr>
<td>Patient Registration Staff</td>
<td><strong>1.</strong> During admission, a Patient Registration staff member reviews the <em>Conditions of Admission</em> form with the patient or the patient’s authorized representative.</td>
</tr>
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</table>

**Points to emphasize during COA review:**

- *Patient Rights and Responsibilities* information is available for the patient and/or their representative to keep.
- CPR will be performed in the event of an emergency unless there is a physician order in the electronic medical record (EMR) directing otherwise.
- Medical information may be disclosed to designated insurance plans or entities to receive payment for services.
- The patient is offered a *Financial Assistance at Swedish* brochure and informed that financial assistance is available to those who qualify.
- The patient may receive bills from other providers associated with his or her care at a Swedish Medical Center facility.
- The *Notice of Privacy Practices* is available for the patient and/or their representative to keep.
- Changes to the COA form are not permitted.

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<td><strong>2.</strong> The patient or his/her authorized representative signs the COA form.</td>
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<tr>
<td></td>
<td><strong>3.</strong> The Patient Registration staff member affixes label to the COA form and scans into EMR.</td>
</tr>
</tbody>
</table>

### If No Signature Can Be Obtained at Admission

1. If patient is unable to sign COA form and no authorized representative can be reached at admission, then SMC staff member signs and dates form as witness, checking ‘Unable to obtain signature at admission,’”

2. Patient Registration staff will make multiple attempts to communicate the content of the COA form and have the patient sign and/or reach their authorized representative for signature. Such attempts are documented using *HAR Account Note* in the EMR.

   a. During the attempts process, Patient Registration will withhold the COA from scanning into EMR and continue to seek a signature until such time the patient is discharged. If patient is discharged without COA signed, clinical information in the chart should reflect the urgency of the admission and the patient’s inability to receive COA communication throughout his/her encounter.

   b. Registration staff may also seek assistance of the clinical unit staff to help obtain the COA signature.
Definitions

None.

Forms

Conditions of Admission Consent (Form #396584)

Supplemental Information

Patient’s Authorized Representative

- In the event that a patient is not competent to sign upon admission or is a minor, the following persons may sign the consent on behalf of the patient (listed in priority order):

1) Appointed guardian of the patient, if any;
2) Individual, if any, to whom the patient has given a Durable Power of Attorney that encompasses the authority to make health care decisions;
3) Patient’s spouse or state registered domestic partner;
4) Patient’s children who are at least eighteen (18) years of age;
5) Patient’s parents;
6) Patient’s adult brothers and sisters.

- If verbal consent is received from the patient or their authorized representative it must be documented on the COA form including the date, time, and relationship to patient

Regulatory Requirements

WAC 246-320-166 (4c)
RCW 7.70.065 – Informed consent – Persons authorized to provide for patients who are not competent.

References

Summary of Services that can be Provided to Minors without Parental Consent – State of Washington.

Addenda

Notice of Privacy Practices
Patient Rights and Responsibilities flyer
Financial Assistance at Swedish brochure
STAKEHOLDERS

Author/Contact

Patient Access
Accreditation and Safety
Risk Management
Legal Services

Expert Consultants

Manager, Patient Registration Cherry Hill and First Hill
Manager, Patient Registration Issaquah Highlands
Consent Advisory Committee, Swedish Medical Center

Sponsor

Jennifer Goodwin, Director of Patient Access, Swedish Health Services