

Health Services

Policies and Procedures

Policy Subject/Title: Hospitalization Tracking

Applicability: All Community Health Clinic Staff

Purpose: To provide a consistent, orderly process for the tracking of patients known to have been hospitalized.

Policy:

It is the policy of the agency to maintain thorough documentation of the pertinent hospitalization information of its registered patients; therefore, it is the intent of the agency's health centers to obtain hospital records of all health center patients known to have been hospitalized.

Procedure:

- I. Hospital Care Arrangements
 - a. Adult Patients – Cared for by hospitalist services at each local hospital
 - i. Hospitalist group agreement should outline the responsibility of the hospitalist group, which may include:
 1. Procedures for admission
 2. Notification to appropriate health center upon patient's admission
 3. Notification to appropriate health center of significant change in medical status ("landmark event") during the course of the patient's hospitalization
 4. Faxed discharge summary within two business days of patient's discharge from hospital
 - ii. Health center maintains the responsibility of:
 1. Pre / post hospital outpatient care, including follow-up of any test done outside of the hospital or pending results upon discharge
 2. Providing medical summary to hospitalist group within 12 hours, upon request
 3. Maintaining current health center provider list to hospitalist group to facilitate appropriate communication
 - b. Pediatric Patients – Within the scope of practice for physician either employed or contracted by the agency and noted in his/her contract that hospital care is an expectation of their provided services.
 - i. Clinic manager or designated staff member should be made aware of admission by admitting physician
 - ii. Clinic manager or designated staff member should obtain discharge summary within three (3) business days of discharge.

- c. Obstetric Patients – Within the scope of practice for providers either employed or contracted by the agency
 - i. Clinic manager or designated staff member should be made aware of admission by admitting physician
 - ii. Clinic manager or designated staff member should obtain deliver note and discharge summary within three (3) business days of discharge.
 - d. Gynecologic / GYN Surgery Patients – Within the scope of practice for providers either employed or contracted by the agency
 - i. Clinic manager or designated staff member should be made aware of admission by admitting physician
 - ii. Clinic manager or designated staff member should obtain operative report and discharge summary, if admitted, within three (3) business days of discharge.
- II. Patients transferred from health center to Emergency Department for evaluation – see “Emergency Response Protocol Policy” for detailed procedure on tracking care of these patients.