

GW HOSPITAL DIRECT ADMIT PROCESS

The George Washington University Hospital is pleased to offer the ability for physicians to direct admit patients to our facility.



Direct Admit: Admission Direct to a hospital bed, coming from a GWUH Physician affiliated Clinic, The GW Ambulatory Care Center (ASC), and/or coordinated by a GWUH affiliated physician.

(If this is an unplanned emergent issue requiring critical care or immediate intervention, the patient should proceed to the emergency department. Please call 911 for emergencies. For urgent or non-urgent transfers, call the GW Patient Logistics Center for assistance in utilizing the CTACC critical care Transportation Team.)

In order to direct admit a patient, you must follow these first three steps:

STEP 1:

The Physician Office MUST Verify that the GW Hospital is in the Patient's Insurance Network. If Admission is elective, than insurance authorization MUST be obtained. If Admission is Urgent or Emergent, insurance authorization is not required.

STEP 2:

The Referring GWUH Affiliated Physician MUST CALL the GWUH Patient Logistics Center RN at **w:(202) 715-4562** or TigerText "Patient Logistics RN," and the PLC RN can provide the status of the hospital's capacity and an estimated time a bed will become available. (If the patient is not stable to wait for the estimated time period than they should proceed to the emergency department)

What is the Patient Logistics Center (PLC)?

- **PLC is Staffed 24/7 with a transfer coordinator RN**
- **Roles and Responsibilities include:** Bed placement for all patients, coordination and supervision of patient flow, coordination of all hospital-to-hospital transfers and direct admits, and coordination of all dispatch for critical care transportation.

STEP 3:

The Physician Office MUST FAX over a GWUH Direct Admission Bed Reservation Form to Bedboard at **f:(202) 715-5608 COMPLETED IN FULL**

What is "Bedboard?"

- **Bedboard is Staffed 24/7 with a non-clinical bedboard coordinator**
- **Roles and Responsibilities include:** Pre-registration for ALL Direct Admits and Hospital Transfers, Status Updates for admitted patients, and management of bed rentals

STEP 4:

The Patient Logistics Center will call the patient on day of admission with room assignment and direct the patient to the admitting department to check in. Bedboard will fax the bed reservation form to admitting prior to the patient's arrival. Upon Patient's Arrival Admitting will complete the patient's admission and escort them up to their reserved bed. (Pre-scheduled admits like pre-scheduled chemo or the EEG Monitoring unit will arrive as scheduled. PLC will not call them day of)



THE GEORGE WASHINGTON
UNIVERSITY HOSPITAL

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In the interest of patient safety, please advise patients to wait for a confirmed reservation before coming to the hospital admitting department. If this is an emergent issue, the patient should proceed directly to the nearest emergency department.

Physicians are independent practitioners who are not employees or agents of the George Washington University Hospital. The hospital shall not be liable for actions or treatments provided by physicians. For language assistance, disability accommodations and the non-discrimination notice, visit our website. 194373-6025 11/19

GWUH Direct Admission Bed Reservation Form

ADMISSION DATE			TODAY'S DATE		
PATIENT TYPE (CIRCLE):					
Observation			Inpatient		
ADMISSION TYPE (CIRCLE):			PATIENT ATTRIBUTES (CHECK ALL THAT APPLY):		
Urgent			<input type="checkbox"/> Contact Isolation <input type="checkbox"/> Droplet Isolation <input type="checkbox"/> POI <input type="checkbox"/> Airborne Isolation <input type="checkbox"/> Neutropenic Isolation <input type="checkbox"/> Tele <input type="checkbox"/> Sitter <input type="checkbox"/> SI/HI Precautions		
Emergent					
Elective/Routine					
ADMIN NAME (PERSON FAXING THIS FORM):			ADMIN CALLBACK:		
REFERRING PHYSICIAN (LAST, FIRST):			ACCEPTING PHYSICIAN & SERVICE (LAST, FIRST):		
PATIENT: LAST NAME		MIDDLE	FIRST NAME		PATIENT DOB:
					GENDER: M F
PATIENT SSN:			PATIENT HOME PHONE:		
PATIENT WORK PHONE:			PATIENT CELL PHONE:		
PATIENT PRIMARY DIAGNOSIS			PATIENT SECONDARY DIAGNOSIS:		
ICD CODE:			ICD CODE:		
REASON FOR ADMISSION/PROCEDURES/PLAN OF CARE:					
INSURANCE COMPANY (PAYOR):			GROUP #		
PAYOR RELATIONSHIP			POLICY #		
INSURANCE AUTHORIZATION #/AUTHORIZED FOR:					