



<b>Title:</b>	68 Nurse Transfer Center - Direct Admissions				
<b>Version:</b>	6	<b>Approved:</b>	Brandon Bredimus (Vice President CNO)	<b>Date:</b>	07/06/2023

**Purpose:** Physicians admitting to Midland Memorial Hospital (sending physician) will be able to call the transfer center to directly admit patients. Direct admissions from freestanding Emergency Departments in Midland county may also be accepted and will follow the same process.

**Process:**

1. Call the transfer center at 432-221-5150.
2. Inform them you need to have a patient directly admitted.
3. The transfer center will collect all pertinent patient information including Name, Date of Birth, gender, diagnosis, and if possible will get a faxed face sheet to 432-221-1907 (Bed Board).
4. The call center personnel will notify the House Supervisor or the Clinical Operations Director or designee to verify bed availability.
5. If the hospitalist or someone other than the sending physician will be admitting, a physician to physician contact will be coordinated by the transfer center between the sending and the admitting physician to provide a physician to physician transfer of care report.
6. The transfer center will then call bed board to notify them of the direct admission (Ext.1656) and to receive a bed assignment.
7. The transfer center personnel will make sure a facesheet is faxed to bedboard at 432-221-1907. Once bedboard receives the facesheet, they will pre-admit the patient.
8. The admitting physician is responsible for entering orders. This will not be entered by the transfer center.
9. The patient will be instructed by the sending physician to check in at the front desk with patient registration to receive the bed assignment and further instructions.
10. The transfer center will ask the sending physician if the patient is stable to stop at registration or if the patient needs to go directly to the room. The transfer center will also inquire if there is any special equipment needed in the room when the patient arrives. The sending physician, not the admitting physician, is responsible for the patient until admitted to Midland Memorial Hospital.
11. If the patient needs to go directly to their room, the transfer center will notify the front desk staff immediately (x1525). The transfer center will notify the receiving unit (Clinical Manager or designee) if the patient requires any special equipment upon arrival to the room.

Revision number	Date	Description of Document or Document Change
6	07/06/2023	New Version - had to update the fax numbers