



1. Purpose

This Procedure outlines the process for the admission of patients to West Coast District Health Board (WCDHB) Hospitals and explains the eligibility criteria for individuals to receive publicly-funded personal health and disability services in New Zealand.

2. Application

This Procedure is to be followed by all clinical staff throughout WCDHB excluding the Mental Health Service.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

All WCDHB Staff Members are required to abide by the requirements of this Procedure

5. Resources Required

This Procedure requires the following resources:

- i) WCDHB Manual Data Sheet For Admissions
- ii) WCDHB Patient Registration Form
- iii) Patient Medical Record
- iv) Ministry of Health Waiting List Guidelines And Requirements

6. Process

1.00 Introduction

- 1.01 WCDHB is committed to providing care for both acute (emergency) and elective patients in accordance with its legal and contractual obligations.
- 1.02 All acute patients who require admission to Hospital (as assessed by a Doctor/Midwife) will be admitted under the care of an appropriate Consultant/Midwife. The decision as to whether to admit the patient is to be made on clinical grounds.
- 1.03 Patients who require hospital admission but where the hospital does not have adequate services to meet their needs are to be transferred to a more appropriate hospital (as per the requirements of the *WCDHB Inter-Facilities Transfer of Patients Procedure*).

2.00 Acute Admissions

- 2.01 All acute admission (non-mental health) are to be admitted through the Accident and Emergency Department at Grey Hospital, or via Foote Ward at Buller Hospital.

**3.00 Admission To CCU (Grey Hospital Only)**

3.01 Clinical conditions accepted for admission into the CCU at Grey Hospital include:

- i) Acute Chest Pain
- ii) Acute Myocardial Infarction
- iii) Arrhythmias
- iv) Insertion of Temporary Pacemaker
- v) Pulmonary Embolism (requiring high level support)
- vi) Inotropic Treatment
- vii) Intensive Airway Management
- viii) Ventilator Care
- ix) Trauma
- x) Overdose
- xi) Ketoacidosis
- xii) Eclampsia
- xiii) Unconscious/semi-conscious

3.02 The clinical conditions stated in 3.01 are guidelines only, as the relevant Consultant has the final decision regarding admission.

4.00 Elective Admissions

4.01 Elective admissions are undertaken on the basis of a referral from a GP to a Hospital Consultant.

4.02 WCDHB will provide specialist appointment services for outpatients who require an assessment for elective admission or a plan of care for ongoing management of their condition.

4.03 Elective admissions are placed onto a waiting list, which is managed according to Ministry of Health Waiting List Guidelines And Requirements.

5.00 Admission To Grey Hospital Parfitt Paediatric Unit

5.01 All children admitted to Greymouth Hospital are to be admitted to Parfitt Ward, and are to remain there for the duration of their hospital stay, unless there are specific exceptional circumstances which warrant a shift to another ward.

5.02 Children requiring intensive monitoring are to be admitted to the Critical Care Unit (CCU) at Greymouth Hospital.

5.03 A sick mother with a boarder infant may be admitted to Parfitt Unit, provided that:

- i) the mother's illness is of a short duration; and
- ii) the mother is not an isolation patient.

5.04 Sick adults are not to be admitted to Parfitt Ward, unless there are specific exceptional circumstances which warrant such admission.

5.05 Conditions of existing patients are to be taken into account when well children are accompanying a sick mother into Parfitt Ward.



5.06 The Nurse in charge of Parfitt Ward is responsible for making the decision regarding the admitting of a sick mother and well child into Parfitt Ward.

6.00 Refusal Of Admission

6.01 WCDHB operates a policy whereby the decision to admit a patient is made on clinical grounds, but this admission may be delayed and/or managed according to the Ministry of Health Waiting List guidelines and requirements.

7.00 Eligibility

7.01 The New Zealand Government funding of health and disability services means that eligible persons may receive free inpatient and outpatient public hospital services.

7.02 Eligibility is not an automatic right of New Zealand citizenship. Each adult has to demonstrate eligibility in their own right.

7.03 Only persons who meet the eligibility criteria as defined by the New Zealand Government can receive publicly-funded (i.e. free or subsidised) health and disability services.

7.04 Individuals who meet a minimum of one of the criteria are said to be eligible.

7.05 Individuals who are not eligible to receive publicly-funded health service and use a public health service in New Zealand will be charged for the full costs of the services.

7.06 The eligibility criteria in no way interferes with WCDHB/health professional ethical obligations to provide necessary emergency services to individuals regardless of their eligibility status.

8.00 Documentation (Grey Hospital Only)

8.01 When an acute patient is to be admitted to a Ward, a WCDHB Manual Data Sheet For Admissions is to be completed and then dropped off at the Grey Hospital Main Reception desk. A WCDHB Patient Registration Form (backsheet) must also be completed by either the Patient or their Representative at the time of admission and updated accordingly.

8.02 The Form is then dropped off as the patient is taken past Main Reception on their way to the Ward.

8.03 The Admissions Clerk (during working hours) or after-hours the Operator, will then process the admission and send all paper-work, bradmas and patient medical record to the Ward on completion. The exception to this is Morice Ward where during her working hours the Morice Ward Clerk has chosen to do the acute admissions and arranged admissions.



Admissions & Eligibility Procedure

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- 8.04 When a patient arrives directly at a Ward as a transfer from another Hospital or on referral from a GP, the Ward is to inform Main Reception that the patient has arrived and send down a completed WCDHB Manual Data Sheet For Admissions so the admission can then be processed.

7. Precautions And Considerations

- ➔ All acute patients who require admission to hospital (as assessed by a Doctor) will be admitted under the care of an appropriate Consultant.
- ➔ Elective admissions are undertaken on the basis of a referral from a GP to a Hospital Consultant.
- ➔ All children admitted to Greymouth Hospital are to be admitted to Parfitt Ward
- ➔ WCDHB operates a policy where no patient is refused admission, but the admission may be delayed and managed according to the Ministry of Health Waiting List guidelines and requirements.

8. References

Ministry Of Health Waiting List Guidelines And Requirements

Ministry of Health Guide to Eligibility for Publicly-Funded Personal Health and Disability Services in New Zealand

9. Related Documents

WCDHB Inter-Facilities Transfer of Patients Procedure

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