

Admission Order of Events
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1. Time is of the essence (Admit fast.....discharge slow)
 - a. Collect the bare minimum on records (if you are first contact RUN to the admission)
 - b. Labs, tests, why admitted, what was done on the floor
 - c. Best info is from the family/PCG
2. Assess pt for immediate needs – Equipment/Medications/Comfort
 - a. Is there anything you want to make sure I take care of for you today?
3. Reassure pt and family of decision to elect hospice care through **“Listen-Validate-Communicate”**
 - a. Explain why you are there and your purpose.
 - b. Explain the evaluation process. Who ultimately decides the admission and why.
4. Perform “A week in the life of hospice” review – This helps them understand the scope of assistance included. It’s also a great ice breaker.
5. Perform assessment
 - a. Use clinical data sheet here and ask them to tell the story of what has been happening
 - b. If they ask, “Haven’t you read the records?” The answer should be yes, but you also want to hear them tell their story. They are generally really happy to talk about it. During this time you will fill out the clinical data sheet.
 - c. Step out and call MD to discuss your findings and get verbal CTI.
 - d. Consents