

Winn Parish Medical Center

Admission Process for Nursing Home Patients

If you have a patient that you feel may require hospitalization, please call one of the following numbers based on the situation prior to transporting the patient.

Emergency Department admission

- If the nursing staff is not sure if the patient needs to be admitted or if the physician is unable to be reached, the patient should be sent directly to the ER for evaluation.
 - The nursing home must call the Emergency Department at **318-648-3012** prior to transporting the patient to provide an overview of the patient's condition and the reason the patient is being sent to the ER.
 - Health information that needs to be sent with the patient include...
 - H&P (current)
 - Medication list (current & when the patient last received their medication)
 - Advanced directive/living will
 - Power of attorney
 - Fall risk
 - If the patient does not meet criteria for admission, the patient will be returned to the nursing home.

Direct inpatient admission

- If the nursing home has a physician order for a direct admission, please call Winn Parish Medical Center's operator at **318-648-3000**.
 - The operator will contact the nursing station to determine if the hospital has the capacity to accept the patient as a direct admit and then transfer the call to the appropriate nursing station.
 - Health information that needs to be sent with the patient include...
 - H&P (current)
 - Medication list (current & when the patient last received their medication)
 - Advanced directive/living will
 - Power of attorney
 - Fall risk

Outpatient Tests/Procedures

- If the nursing home has a patient that requires an outpatient test or procedure, please call Radiology at **318-648-3010**, Respiratory at **318-648-3064**, or Laboratory at **318-648-3085**.
 - The department will obtain the necessary patient information needed.
 - On the day of the scheduled procedure, please bring a copy of the order with proper diagnosis, a list of any medications the patient is taking, and all demographic information.
 - Screening/Consent Forms
 - CT & MRI
 - Is the patient able to make decisions and is he/she able to sign any form of paperwork? If so please go over the screening/consent forms with the patient and have the patient sign the form. **Please bring sign screening/consent form with patient on the day of testing.**
 - If the patient is not able to give consent or sign the screening/consent form, please go over the screening/consent form with and have the patients Power of Attorney sign the form. **Please bring sign screening/consent form with patient on the day of testing.**

Important Phone Numbers	
Emergency Dept.....	318-648-3012
Operator.....	318-648-3000
Radiology.....	318-648-3010
Laboratory.....	318-648-3085
Respiratory.....	318-648-3064

Thank you for choosing Winn Parish Medical Center.