Reason for Change:
When admitting a patient from Methodist Hospital’s emergency department, nurses previously needed to look in many different locations in order to prepare the required paperwork. Not only was this frustrating for the nurses, it was a slow process that ultimately delayed the patient being admitted to the hospital. To help improve the admission process, ED staff created an admission folder.

Implementation:
Inside of the admission folder, admission staff can find everything needed in the admission process, including all necessary forms and a list of a patient’s property and allergy bracelets. The department also centralized additional forms that may be needed for admission into a single filing cabinet. Prior to this change, these forms may have been spread out throughout the department, with no clear understanding of where things should be located.

The admission folder also contains an admission checklist. The admission checklist includes the following items:
- Complete the billing form, using computer generated form when possible
- Complete the admission form
- Complete the patient’s property list
- Check that patient has either blue “no allergy” band or yellow allergy band
- Verify patient’s identification band
- Compare the assigned bed to the physician order
- Review orders for stat orders, timed orders, antibiotics, enoxaparin/heparin orders, Accu-Chek, and insulin
- Verify that orders are entered into the computerized system

Results/Impact:
Admissions staff are more satisfied as a result of the admission folder. This innovation has essentially eliminated the frustration of searching for various forms that may be needed to admit a patient, and eases the whole process. Most importantly, the admission folder has eliminated unnecessary delays in the admission process.