

# CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	Organization Focused Functions
<b>CHAPTER 9:</b>	Management of Information
<b>PROCEDURE 9.13:</b>	<b>Hospital Census – Reporting Patient Movement</b>
<b>REVISED:</b>	06/29/04; 03/07; Reviewed: 10/20/09; 8/12; 9/12 Revised: 4/14/16; 4/2/18
<b>Governing Body Approval:</b>	8/9/18

**Purpose:**

To instruct staff on the minimum data set required to record each type of patient movement, for Admission, Discharge, and Transfer/Leaves (ADT).

**Scope:** Nursing, Unit and Division Directors and Health Information Management Staff

**Policy:**

An accurate accounting of all patients will be maintained by Nursing. Information regarding patient admissions, discharges, internal and external transfers and placements on leave/visit status are entered into the DMHAS Information System (WITS) as events occur, to insure an accurate hospital census as of midnight on a daily basis.

Health Information Management staff reviews the daily census movement reports to ensure the correct data has been entered for all patient movements into the DMHAS Information System (WITS).

**Procedure:**

A. Entry of patient movements in the DMHAS Information System (WITS) is performed by:

1. *Admission Screening Office for ASD:* admission/screening office in Merritt Hall and at Blue Hills Hartford functions 24 hours a day/7 days a week for data entry of patient movements occurring in the Addiction Services Division only.
2. *Admission Screening Office for GPD:* At present, the admission/screening office in Battell Hall functions 8:00AM – 4:30PM Monday through Friday for data entry of patient movements occurring in the General Psychiatry Division only. After hours, holidays and weekend patient movements are entered in the DMHAS Health Information System (WITS) by Nursing Supervisors within the Division.

B. Maintaining an accurate daily census

1. ASD/GPD Admission Offices and Nursing staff after hours enters all patient movements as they occur in the DMHAS Health Information System (WITS).
2. Daily Patient Movement Reports:
  - a. GPD - Each unit records any patient movements that occurred during the shift on the Daily Census Movement Report CVH-465. The Nursing Supervisor reviews the movements recorded by the unit charge nurse at the end of each shift. Upon

completion of the report by the Evening Shift, the report is faxed to Health Information Management.

- b. Addiction Services - Patient movements starting with the evening shift are recorded by the Nursing Admission/Supervisors office on the ASD Daily Building Report CVH-586 as movements occur. Upon completion of the report by the Evening Shift, the report is faxed to Health Information Management.

C. Movement Types:

- 1. Discharges
  - a. Discharged from CVH (Inpatient and Outpatient Cottage Program)
  - b. Medical Discharge to an Acute Care Hospital - MD/AC
  - c. PSRB Custody Medical Transfer
- 2. Admissions
  - a. Admit to CVH (Inpatient and Outpatient Cottage Program)
  - b. Admit from Medical Discharge Acute Care Hospital - MD/AC
  - c. Return from PSRB Custody Medical Transfer
- 3. Type of Leaves
  - a. Temporary Visit (1-7 days)
  - b. Temporary Leave (1-7 days) PSRB patients only
  - c. Leave of Absence (8 + days)
  - d. Absent Without Leave (AWOL)
- 4. Unit Transfers
  - a. Transfer OUT to another Unit or Division
  - b. Transfer IN from another Unit or Division (*Unit Receiving Patient*)
- 5. Room/Bed Transfers
  - a. Transfers to another Room and/or Bed on the same unit

D. HIM Procedures:

- 1. HIM performs a verification check using the Daily Census Movement Reports against the data in the DMHAS Health Information System (WITS).
- 2. Omissions or incorrect patient movement information or daily unit census closure reports are corrected by HIM and any discrepancies are reported to Nursing and Administration.
  - a. HIM staff performs periodic data integrity checks to insure the DMHAS information system data is accurate and complete.
  - b. During normal working hours IT (help desk) and HIM staff provides technical and DMHAS information system application support to the ~~ADT~~-Admission/Screeners staff in ASD and GPD and Nursing.

F. Availability of Census Data:

Patient census information can be obtained in the following format:

DMHAS Information System (WITS) online reports: “Daily Census” and “Bed Availability” reports are available to staff with access to the DMHAS Information System application. The reports are generated directly off the current real-time data available. Any staff requiring access to the DMHAS information system application or census reports menu needs to contact IT or HIM to obtain the necessary access requisition forms.