

## **WHITING FORENSIC 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>Governing Body Approval:</b>	April 27, 2018
<b>REVISED:</b>	

**PURPOSE:** To instruct staff on the minimum data set required to report each type of patient movement, as designated on the census forms for Admission, Discharge, and Transfer/Leaves (ADT). Forms provided in this procedure are used by the Whiting Forensic Hospital (WFH).

**To instruct staff on the procedure for notifying Health Information Management (HIM) of patient movements for Department of Mental Health and Addiction Services (DMHAS) computerized information system data entry purposes. HIM located is responsible for data entry of all patient movement information.**

**To provide the staff with instruction on reporting changes in patient movement (i.e. admissions, discharges, and transfers/leaves) on the 24 Hour Census Report.**

**To inform staff on the availability and access of the DMHAS computerized information system on-line Census Reports and the customized Whiting Forensic Hospital (WFH) Census Reports.**

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

**POLICY:**

WFH, under the direction of the DMHAS shall produce an accurate, real time census in order to ensure maximum and appropriate bed utilization and to ensure accurate billing for daily room and board charges.

1. Staff assigned on each shift reports census information through the collection of the minimum data set on all patient movements including:
  - a. Admission;
  - b. Discharge;
  - c. Medical Discharge to Acute Care Hospital;
  - d. Admission from Medical Discharge Acute Care Hospital;
  - e. Transfer;
  - f. Absent Without Leave (AWOL);
  - g. Temporary Visit;
  - h. Temporary Leave (PSRB Patients Only);
  - i. Extended Visit Hospital (EVH) - PSRB and 56-56d Patients Only; and
  - j. Leave of Absence (LOA) - With approval of DMHAS, Office of the Commissioner (OOC Only).
2. HIM staff enters and ensures the correct data entry for all patient movement into the DMHAS computerized information system.

***Definitions:***

*Patient Movement* - Any patient movement event that occurs on a unit involving a change in the census as follows: Admissions, Discharges, Transfers, Visits and Leaves.

*Census Report – ADT Information Forms* - ADT forms: (1) Admission and Admission from Medical Discharge Acute Care Hospital, (2) Discharge and Medical Discharge to Acute Care Hospital, and (3) Transfer, AWOL, EVH, Temporary Visit or Temporary Leave, are used by the units to report a patient movement to HIM. The forms contain a minimum data set consisting of those fields required by the DMHAS computerized information system to complete a patient movement.

*Daily Census Movement Report* - A 24-hour report that is completed by each shift, reviewed for accuracy by each shift supervisor with signature, and faxed to Health Information Management (HIM) by the evening supervisor. This report is utilized by HIM each morning to double-check the census data.

## PROCEDURE:

### A. General Procedures

1. When a patient movement has taken place, unit staff completes the appropriate form which includes the minimum data set required to process the movement change within the DMHAS computerized information system. Unit staff fax all patient movements documented on the appropriate forms to HIM. .
2. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on-call staff to report movements as they occur.
3. Data submitted must be neat and legible. The unit staff is responsible for providing HIM with the correct information necessary to process the patient movement change.
4. During business hours, HIM returns (fax) all incomplete or illegible forms to the supervisor of the unit of origin for immediate correction and resubmission. Corrections need to occur no later than within the shift in which the movement occurred.

### B. Admission and Admission from Medical Discharge Acute Care Hospital.

1. When processing an admission, unit staff completes the required admission fields on the ADT Admission form. See Census Report: Admission (ADT) Information (WFH-465a). Unit staff submits (faxes) the WFH-465a to HIM upon completion, and attaches the original to the Daily Census Movement Report.
2. During business hours, unit staff follow-up the fax-transmission with a phone call to HIM alerting them of an admission and verifying their receipt of the faxed ADT Admission form.
3. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on call staff to report admissions as they occur.
4. Unit staff documents on the Daily Census Movement Report (WFH-465) the patient admission within the appropriate shift location, in which the movement occurred.

### C. Discharge and Medical Discharge Acute Care Hospital

1. When processing a discharge, unit staff completes the required discharge fields on the ADT Discharge form. See Census Report: Discharge (ADT) Information (WFH 465b). Unit staff submits (faxes) the WFH-465b to HIM upon completion, and attaches the original to the Daily Census Movement Report.
2. During business hours, unit staff follows-up the fax-transmission with a phone call to HIM alerting them of a discharge and verifying their receipt of the faxed ADT Discharge form.
3. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on call staff to report discharges as they occur.

4. Unit staff documents on the Daily Census Movement Report (WFH-465) the patient discharge within the appropriate shift location, in which the movement occurred.

D. Transfer Out to a new Unit/Division

Unit staff documents on the Daily Census Movement Report (WFH-465) the patient Transfer Out within the appropriate shift location in which the movement occurred.

E. Transfer In from a different Unit

1. When processing a Transfer In, unit staff completes the required Transfer In fields on the ADT Transfer/Leave form. See Census Report: Transfer and Leave (ADT) Information (WFH-465c). Unit staff submits (faxes) the WFH-465c to HIM upon completion, and attaches the original to the Daily Census Movement Report.
2. During business hours, unit staff follows-up the fax-transmission with a phone call to HIM alerting them of a Transfer In and verifying their receipt of the faxed ADT Transfer/Leave form.
3. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on call staff to report transfers in as they occur.
4. Unit staff documents on the Daily Census Movement Report (WFH-465) the patient Transfer In within the appropriate shift location, in which the movement occurred.

F. Leave Out – Includes:

- a. Absent Without Leave (AWOL)
  - b. Temporary Visit
  - c. Temporary Leave (PSRB patients only)
  - d. Extended Visit Hospital (EVH) - PSRB or 56-57d patients only
  - e. Leave of Absence (LOA) - with approval of the Office of the Commissioner (OOC) only
1. When processing a Leave Out, unit staff completes the required Leave Out fields on the ADT Transfer/Leave form. See Census Report: Transfer/Leave (ADT) Information (WFH-465c). Unit staff submits (faxes) the WFH-465c to HIM upon completion, and attaches the original to the Daily Census Movement Report.
  2. During business hours, unit staff follows-up the fax-transmission with a phone call to HIM alerting them of a Leave out and verifying their receipt of the faxed ADT Transfer/Leave form.
  3. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on call staff to report leaves out as they occur.
  4. Unit staff documents on the Daily Census Movement Report (WFH-465) the patient Leave Out within the appropriate shift location, in which the movement occurred.

#### G. Leave In - Includes:

- a. AWOL
- b. Temporary Visit
- c. Temporary Leave
- d. EVH
- e. LOA

1. When processing a Leave In, unit staff completes the required Leave in fields on the ADT Transfer/Leave form. See Census Report: Transfer and Leave (ADT) Information (WFH-465c). Unit staff submits (faxes) the WFH-465c to HIM upon completion, and attach original to the Daily Census Movement Report.
2. During business hours, unit staff follows-up the fax-transmission with a phone call to HIM alerting them of a Leave in and verifying their receipt of the faxed ADT Transfer/Leave form.
3. In addition, during non-business hours, (Monday through Friday 4:00 p.m. to 7:00 a.m., weekends, and holidays), page/call HIM on call staff to report leaves in as they occur.
4. Unit staff documents on the Daily Census Movement Report (WFH-465) the patient Leave In within the appropriate shift location, in which the movement occurred.

#### H. Daily Census Movement Report (WFH-465)

1. Unit staff records all patient movement on this form for each 24-hour period beginning on the night shift.
2. The form includes the patient name, movement type, census at the end of the previous shift, and the total census at the end of the present shift. The total census is cross referenced with the list of patients checked off at the routine observation of patients conducted at the change of shift.
3. Each shift completes its respective section of this report.
4. Upon completion by each shift, the Charge Nurse reviews for accuracy and prints his/her name verifying completion.
5. At the end of each shift, the Nurse Supervisor reviews and signs the form attesting to its accuracy.
6. Upon completion of the form for the 24-hour period, the night supervisor collects and faxes the forms from each unit to HIM. (Attached individual movement forms are not faxed to HIM). The original Daily Census Movement Report with attachments are delivered to the Division Director's Office, every night by the night supervisor.

#### I. HIM Procedures

1. HIM immediately data enters all ADT patient movements received from the units.
2. HIM performs a verification check using the Daily Census Movement Report against the data in the DMHAS Computerized Information System.

3. Omissions or incorrect ADT patient movement information received by HIM are reported to the Program Managers and Unit Directors.
  - a. HIM staff performs periodic data integrity checks to insure the DMHAS computerized information system data is accurate and complete.
  - b. HIM staff provides the necessary training required by ADT Support to data enter the census movement/changes into the DMHAS computerized information system.
  - c. During normal working hours IT and HIM staff provide technical and DMHAS computerized information system application support.

J. Availability of Census Data:

Patient census information can be obtained in the following formats:

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