

# DIRECT ADMIT FORM

To properly and timely admit your patient, it is essential to provide the following information:

Admission Date: \_\_\_\_\_ Time: \_\_\_\_\_ Floor: \_\_\_\_\_  **Chief Resident Notified**

Patient's Name: \_\_\_\_\_ Previous Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Attending Physician: \_\_\_\_\_

Insurance: \_\_\_\_\_ ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Subscriber Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Relationship To Patient: \_\_\_\_\_

Authorization # (Elective Admissions Only): \_\_\_\_\_

See table below to obtain insurance authorization number for elective admission as it is required for billing purposes (not needed for acute medical admission)

Insurance Company	Authorization Phone Number
Blue Cross/Blue Shield out of State	1-800-676-2583
Empire Blue Cross/Blue Shield	1-800-676-2583
Community Blue/Care	882-2616
Independent Health	631-3282
Univera	857-4444
Commercial Insurances	Appears on back of insurance card
Tricare	877-874-2273

Comments: \_\_\_\_\_

**For Official Use Only**

**Co-Pay/Deductible: \$**

Women & Children's Hospital of Buffalo  
219 Bryant Street Buffalo, NY 14222  
(716) 878-7000

Note: **Monday-Friday from 5:30 am – 6:30 pm**: please fax to **888-3979** and direct patient to present to the **Admissions Department**.

**After 6:30 pm and weekends** – please fax to **878-1103** and direct your patient to present to the **Emergency Department**.

**PLEASE INSTRUCT YOUR PATIENT TO BRING THIS FORM AND INFORM ADMISSIONS OR EMERGENCY DEPARTMENT STAFF THAT THIS IS A DIRECT ADMIT.**

## Direct Admit Form Guidelines

The Direct Admission Team has developed a pathway to admit non-emergency private pediatric patients to The Women & Children's Hospital of Buffalo. Primary Care Pediatricians are able to admit patients that have been evaluated in their office the same day directly to the inpatient unit following the care pathway provided they meet outlined criteria. The patients must be stable and not require emergency intervention but require hospital admission for ongoing medical care.

### Candidates for direct admission include the following diagnoses:

- **Indirect Hyperbilirubinemia:** Stable newborns that require standard phototherapy but not exchange transfusion.
- **Lymphadenitis:** Infections that are not treatable or failing oral treatment in the outpatient setting.
- **Cellulitis:** Simple skin infections without abscess or the need for surgical drainage but requiring IV antibiotics after failing outpatient management for over 24 hours or infections not treatable with oral therapy.
- **Dehydration:** Mild to moderate dehydration failing outpatient management or persisting after previous ED management.
- **Failure to thrive:** Evaluation of patients requiring inpatient hospitalization for further work-up but not to expedite subspecialist consultation.
- **Osteomyelitis:** Evaluation and treatment for suspected or confirmed Osteomyelitis without septic arthritis.

### Patients that are NOT candidates for direct admission include the following:

- Respiratory infection including Pneumonia, Bronchiolitis or Asthma.
- Patients who require subspecialty care or intervention on an urgent basis.
- Potentially unstable patients.
- Patients who require expedited referrals to subspecialty services to circumvent outpatient delays.
- Diagnoses not included in the above list.

## Accessing the Direct Admission Pathway

Access the direct admission gateway for your patients by completing the following steps to direct admission:

- Step 1:** Page the Pediatric Chief Resident (716-643-5214) to give a detailed report on the patient requiring admission. The Chief Resident will check bed availability and call you back with the floor assignment if a bed is available. Patients will be admitted to the GREEN TEAM.
- Step 2:** Fill out the Direct Admission Information fax form completely (the form is downloadable at <http://www.wchob.org/physician/forms.asp> as a pdf file). Please fill out the Direct Admissions Fax Sheet completely. Remember to document the patient's floor assignment designated by the Chief Pediatric Resident.
- Step 3:** Fax the form to the appropriate department. Monday thru Friday from 5:30 AM to 6:30 PM send the fax to the Admissions Department (Fax 716-888-3979). At all other times including nights, weekends and holidays please fax the form to the Emergency Department (716-878-1103)
- Step 4:** Send the patient to the appropriate location WITH the hard copy of the Direct Admissions Fax Sheet. Monday thru Friday from 5:30 AM and arriving before 6:30 PM the patient should be sent to the Admissions Department. After 6:30 PM and on nights, weekends and holidays the patients should be sent to the Emergency Department. THE PATIENTS SHOULD NOT SIGN IN AT THE EMERGENCY DEPARTMENT. They should present themselves to the sign in desk, hand them the Direct Admission Fax Form and inform them of their Direct Admission Status.
- Step 5:** A representative (when available) will escort the patient to the floor within 15 minutes of arrival. If a representative is unavailable the family will be given directions to the inpatient unit.

### Special Notes

- The Direct Admission Process is based on bed availability and preauthorization from the patient's insurance company. If no beds are available or Utilization Review was unable to secure insurance authorization you will be informed by the Chief Pediatric Resident. The patient will then have to be admitted through the normal Emergency Department Pathway.
- Patients who fail to present themselves for admission within 4 hours of the designated admission time will lose their Direct Admission Status. They will have to be evaluated in the Emergency Department for safety concerns. Primary Admitting Doctors will be called by the Senior Resident if a patient fails to present in a timely fashion.
- Patients must have been evaluated within the same day of admission by their Primary Admitting Physician to their private service. Patients cannot be directly admitted to the Pediatric Hospitalist Service.
- Patients with respiratory illness, with or without hypoxia, are excluded from using the Direct Admission Pathway at this time.
- The Direct Admission Pathway is not intended to expedite outpatient referrals to subspecialists.