

ADMINISTRATIVE POLICY

- 1 Any time a person served is taken to the hospital the following procedure will be in place:
 - 1.1 A staff person will be responsible for taking the person to the hospital. The staff person will stay with the person served until the person is either treated and released or admitted. The staff person should be prepared to answer questions about the person. The following should be available when a person is taken to the hospital:
 - 1.1.1 History of presenting illness or injury
 - 1.1.2 Current medication(s)
 - 1.1.3 Current diagnosis
 - 1.1.4 Current treating physician(s)
 - 1.1.5 Insurance/Medi-Cal information
 - 1.1.6 Advanced directives, when appropriate
 - 1.2 Generally, it will be the responsibility of the staff persons at a particular site to transport the person to the hospital and to remain with the person until it is determined if he/she will be admitted or sent home. If there is only one person on at a particular site when the an event occurs that necessitates a person being taken to the hospital, then the on-call persons should be notified. Consideration should be given to calling an ambulance or other support. Only when no other persons are available with transportation or supervision should the on-call person be involved with direct support.
 - 1.3 If a person served is admitted to the hospital, the staff person should notify his/her immediate manager/supervisor of this action. If it is during hours that the manager/supervisor is not working, then the on-call person should be notified. The staff persons should then return back to his/her work site.
 - 1.4 On occasion, OPTIONS may provide some supervision of persons when admitted to the hospital. This must first be approved by the CEO, COO or Program Director prior to any such supervision being provided.
 - 1.5 Any time a person is taken to the hospital, a special incident report will be filed. Depending on the outcome of the visit to the hospital, the proper organization will be forwarded a copy of the report.

POLICY DATE: August 2008