

**SECTION – MEDICAL/NURSING SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 504  
(Replaces A.D. No. 504 dated 2/14/07)**

Effective Date: June 14, 2007

**SUBJECT: ADMISSION SUITE**

**I. PURPOSE**

Individuals newly arriving to Coalinga State Hospital (CSH) will have an expeditious preliminary evaluation before moving to one of the hospital's units.

**II. AUTHORITY**

By the Order of the Hospital Executive Director and California Code of Regulations, Title 22, Sections 71517 and 73519.

**III. POLICY**

- A. The CSH policy is that each Individual coming in to the Admission Suite, also called Reception and Receiving (R and R), will have a basic physical evaluation (vital signs, brief physical history and examination, and Purified Protein Derivative (PPD) and a basic psychiatric evaluation (brief history and mental status exam). This is in anticipation of the full History and Physical, and Psychiatric Evaluations which are due within 24 hours. A recommendation will be made as to the most appropriate type of unit for each Individual and admission orders will be provided.
- B. Individuals will also be showered and given clean uniforms. A Hospital Police Officer (HPO) will complete their initial assessment and the Individual will be transported to the appropriate housing unit.

**IV. METHOD**

**A. Nursing**

- 1. Psychiatric Technician or Registered Nurse:
  - a. Supervises; assists staff in monitoring the admission process directional flow.
  - b. Notifies physicians and support staff of the Individuals' arrival.
  - c. Greets and identifies each Individual.
  - d. Records and documents weights.

- e. Inventories and maintains needed lunches, snacks, clothing and linen, personal and medical supplies.
  - f. Ensures the admission physician order sheets are provided for physician review.
2. Registered Nurse (Male preferred for privacy):
- a. Provides initial introduction and instruction giving a brief overview of the CSH Wellness and Recovery Program and the admission process.
  - b. Performs a visual body assessment, documenting any tattoos, wounds, injuries, and unusual marks (no invasive procedures).
  - c. Identifies and verifies transported medications (Sign and release to pharmacy personnel only).
3. Psychiatric Technician:
- a. Supervises Individuals during showering process.
  - b. Collects and labels all personal property and clothing.
  - c. Separates and collects all soiled clothing and linen.
  - d. Maintains Infection Control.
  - e. Provides one flexible hair comb, clean and properly fitted clothing, shoes, socks, and underwear.
  - f. Escorts Individuals and charts to the assigned units.

B. HPOs:

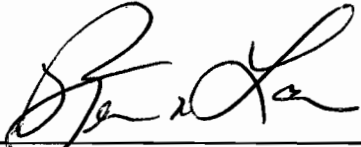
- 1. Alert staff of Individual's arrival to the receiving area.
- 2. Provide protection and support of the Individual and staff.
- 3. Secure all transported personal property.
- 4. Complete Live Scan and Photo Lab.
- 5. Perform a classified interview, sign California Penal Code 290 forms, and photograph tattoos.
- 6. Provide sack lunch and snack to the Individual in a secured area.

C. Physicians/Nurse Practitioners (Psychiatric and Medical):

1. Provide a brief medical examination with any recommended changes of follow up treatment needed (no invasive procedures).
2. If follow-up is needed, the Individual will be seen in Urgent Care or the Medical Clinic.
3. The psychiatrist will complete a brief psychiatric examination and document on progress notes.
4. Document all significant unusual findings.
5. Review and sign all transfer orders.
6. When the brief medical examination is completed by a Nurse Practitioner and significant medical issues are discovered, either by examination or history, the Individual will be immediately referred to the clinic for follow up by a Physician.

D. Other Departments:

1. Trust Office meets with the Individual and confers their valuables.
2. California Department of Corrections and Rehabilitation (CDCR) transfer Individuals from CDCR to Coalinga.
3. Health Information Management Department monitors the clinical record and maintains the chart before the chart goes to the treatment unit.
4. Dietary Department provides the snack lunch and nourishments as necessary. Special diets will be addressed accordingly.
5. Additional departments may be involved as necessary.



BEN MCLAIN  
Executive Director (Acting)

Cross Reference(s):

A.D. No. 512 Patient Medical and Psychiatric Examinations