

REDUCING READMISSIONS

Patient Admission Process Assessment Tool

Observe patients and their healthcare providers during patient admission and use the following chart to assess the current process. Circle Y or N under the patient's number to identify whether or not each topic was addressed, and provide comments and suggestions for areas of improvement on page 2.

PATIENT ADMISSION TOPICS	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Were the patient and his/her family asked to share their opinion of why the patient was hospitalized?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Were family members/caregivers been identified to assist in each of these steps? Including their availability to meet with staff and contact information <input type="checkbox"/> Planning for going home <input type="checkbox"/> Learning with the patient <input type="checkbox"/> Helping with self-care activities <input type="checkbox"/> Availability for learning with the patient	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was admission medication reconciliation completed for all these areas? <input type="checkbox"/> Medications, OTC drugs, herbals, vitamins	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was the patient's cognitive and psychological status addressed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was the patient's current functional status addressed? Including ability to: <input type="checkbox"/> Make medical appointments and get to them <input type="checkbox"/> Fill prescriptions/obtain needed supplies <input type="checkbox"/> Take medications safely <input type="checkbox"/> Provide self-care <input type="checkbox"/> Use a telephone <input type="checkbox"/> Perform activities of daily living (shower/bathe, dress, use bathroom alone, prepare meals/eat) <input type="checkbox"/> Safe mobility in home environment <input type="checkbox"/> Handle finances/pay bills	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was the patient (and family member/caregiver, if appropriate) asked to restate vital information regarding the patient's ability to perform care/self-care and monitor health status at home or in the community setting as needed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

PATIENT ADMISSION TOPICS	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Were the patient's cultural and values needs addressed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was the format in which patient and family caregivers learn best (e.g., written materials, verbal discussion, video) identified?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Was access to social and financial resources, especially medications, assessed?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are all the topics above incorporated into the plan of care?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

What are suggestions for areas of improvement?

What questions do you have?

Has your view/understanding of the admission process changed/been altered?

After observing this, what are the next steps?

References:
 1. Rutherford P, Nielsen GA, Taylor J, Bradke P, Coleman E. *How-to Guide: Improving Transitions from the Hospital to Post-Acute Care Settings to Reduce Avoidable Rehospitalizations*. Cambridge, MA: Institute for Healthcare Improvement; June 2011. Available at www.IHI.org; 2. *No Place Like Home Campaign: Admission Assessment Observation Tool*. Health Services Advisory Group, Inc., the Medicare Quality Improvement Organization (QIO) for Arizona, from material originally prepared by the RARE Campaign.

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