



College of Veterinary Medicine Policies and Procedures

Subject: Hospital Admissions

Section: Students

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To Be Reviewed Yearly by: AHC Director

Source:

Cross Reference:

HOSPITAL ADMISSIONS

1. Please see the Admissions Assistants for overview of admissions policies and details before you start each rotation. Some rotations require different admissions procedures.
2. Please receive your clients in a timely manner. Admissions Assistants will call to inform you when your client arrives. If you are expecting a client, let the Admissions Assistants know where you may be reached if you are away from your assigned area when the client is due to arrive.
3. Upon admission, please escort your client to the appropriate exam or consult/history room as soon as possible. Refrain from taking the patient's history and engaging in confidential discussions in the Animal Health Center lobby.

Deposits

- Inpatients are required to pay 75% (three-fourths) of the upper end of the estimate upon admission to the hospital. (Notify the Admissions Desk once you know the patient will be staying overnight so it can be added to the hospital census).
 - Please bring the client and the estimate sheet to the Discharge Desk for the deposit to be collected.
 - The balance of the bill is due at the time of discharge. All exceptions must be approved by AHC Administration in advance of patient discharge.
4. **Notify the Admissions Assistants when a patient dies IMMEDIATELY** so they may handle the calls and arrivals appropriately. The appropriate means of delivery of a deceased animal to the owner's car is through the hallway between Medical Records and the AHC Administration Office. Never use the client waiting room or front walkway from the Emergency Entrance.
 5. Please do not lean or sit on the Admissions or Discharge desks. Please do not go behind the desks unless asked by the Assistant to do so.

Approved: Gary J. Burt 10-15-12
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