

**Clinical Admission After Hours**

Patients coming “after hours” need a minimum amount of paperwork completed until when Admissions can complete other appropriate information.

**Process**

1. Search Admission Form and enter patient’s last name, first name, and gender. Press search
2. If patient has been admitted previously, verify date of birth. If patient is new, click on New Client
3. Complete Admission form, including Admission Date, Time, and Program. Complete all required fields and demographic information. You will not be selecting MLH Pre-Admit. Under inpatient section, you will be selecting the patient’s bed.

The screenshot shows the 'Admission' form in the myAvatar system. The form is divided into several sections:

- Demographics:** Facility (1), Episode Number (1), Client Name (BOB, JANE), Sex (Female selected), Date of Birth, Age.
- Admission Details:** Preadmit/Admission Date, Preadmit/Admission Time (Current), Program, Treatment Setting.
- Practitioner Information:** Admitting Practitioner, Attending Practitioner, Team Assignment, Practitioner Type, RRG, Facility Chart Number.
- Alerts and Discharge:** Perform Discharge Alert (Yes/No), Type of Alert, Reason for Contact, Primary Reason for Seeking Treatment, Custody, Custody Effective Date, Advanced Directive Note.
- Other Options:** Permission To Contact After Discharge (Yes/No), Allow Visitations?, Accompanying Person Relationship, Accompanying Person Name, Accompanying Person Address, Received Copy Of Client Rights (Yes/No), Advanced Directive (Yes/No).

4. Once admitted, select patient and document following forms:
  - a. Consent to Treatment for Substance Use SUD
  - b. Comprehensive Biopsychosocial Assessment – Complete Admissions and Nursing portion
5. Continue documenting and following Admission Mirmont Inpatient Lima workflow