SUBJECT: Primary Care to ER Admissions Process	REFERENCE #	
CLINTON REGIONAL HOSPITAL DEPARTMENT: ER/Admissions	PAGE: 1 of 1	
	EFFECTIVE: 08/03/2026	
APPROVED BY: Quality Board & Management	REVISED:	REVIEWED:

POLICY: It is the policy of **CLINTON REGIONAL HOSPITAL** to provide a policy and procedure for directing patient care with proper communication.

DEFINITION: To explain the process for communicating clearly between ER and Admissions when a patient is being sent to the ER from a primary care office outside of the CRH ER.

AUTHORITY FOR THE PLAN:

Department Manager

PROCEDURE:

When a primary care outside of the ER chooses to send a patient from their office to CRH ER and calls the ER to give report, ER staff is to obtain name, DOB, and patient reason for visiting the ER. Once information is obtained, ER is to call and inform admissions staff of patient pending arrival.

- *Patient to be placed into Trubridge system by admissions when patient arrives through Admissions entrance.*
- *Patient to be placed into Trubridge system by ER staff when patient arrives through Emergency Entrance.*