



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Provision of Care		
Document:	Multidisciplinary Policy and Procedure		
Title:	MCH Preadmission Screening		
Applies To:	All Healthcare Provider		
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1. PURPOSE:

- 1.1 Ensure that patients who may be admitted to the hospital or who seek outpatient services are screened to identify if their health care needs match the hospital's mission and resources.
- 1.2 Ensure that patients with emergent, urgent or immediate needs are given priority for assessment and treatment.

2. DEFINITIONS:

- 2.1 **Preadmission Screening** – is the process of matching patient needs with the hospital's mission and resources and it depends on obtaining information on the patient's needs and condition through screening, usually at the point of first contact. The decisions to treat, to transfer or to refer are made only after the results of screening evaluations.
- 2.2 **Emergent Admission** – constitute situation when there is immediate threat to life or endangers function of a limb or organ, immediate attention is required (needs action within 15 minutes). The admitting physician must declare a case as emergency when arranging a bed reservation.
- 2.3 **Urgent Admission** – condition could potentially progress to a serious problem, undue or prolonged delay might be injurious to the patient's health, and quick attention is required. These patients are put on an alert basis and admitted as soon as bed can be assigned.
- 2.4 **Elective Admission** – include all cases where health will not be endangered by a delay in the admission. This category includes the elective surgery schedule and special procedure scheduling.
- 2.5 **Planned Admission** –that is scheduled for a later date usually for elective procedures or assessment.
- 2.6 **Unplanned Admission** – that was not scheduled in advance, but found to be necessary for the care of the patient's urgent or emergent needs.
- 2.7 **Transferred Patient** – currently receiving care at another healthcare institution whose care responsibilities have been accepted to be formally shifted to the Maternity and Children Hospital, Hafer Al Batin.
- 2.8 **Eligibility** – the right to receive healthcare free of charge according to hospital rules and regulations.
- 2.9 **Authenticate** – the official acceptance of ownership of the contents of the documentation by placing a staff's name, signature and employee ID number.

3. POLICY:

- 3.1 Only those patients for whom the hospital has the clinical capability to provide the needed services consistent with its mission and scope of service (0 – 28 days Neonates, 29 days – 14 days and Obstetrics – Gynecology Patients), are considered for inpatient admission or registered for outpatient services.
- 3.2 Patient screening may be through triage criteria, visual evaluation, a physical examination, or the results of previously conducted physical, psychological, clinical laboratory, or diagnostic imaging evaluations or other tests required by the admitting physicians based on the patient condition and guided by the department clinical guidelines and policy for admission criteria.
- 3.3 The screening can occur at a referring source, during emergency transport, or when the patient arrives at the hospital.
- 3.4 It is important that decisions to treat, to transfer or to refer are made only after the results of screening evaluations are available.

- 3.5 Patients requesting transfer from other healthcare organizations are accepted only after a fax from that organization explaining the patient's information, results of patient assessment and patient's current condition.
- 3.6 Patients are screened in the emergency room through a triage process, history and physical examination, laboratory and radiological tests as required.
- 3.7 Patients in the outpatient department are screened in the Pediatrics, obstetrics and gynaecology screening clinics.

4. PROCEDURE:

- 4.1 Patients requesting Maternity and Children Hospital, Hafer Al Batin admission from another healthcare facility by fax, the on duty consultant of the concerned speciality will:
 - 4.1.1 Review the fax history, physical examination, laboratory and radiological test results, and decides if the case matches the scope of service of the department.
 - 4.1.2 If further screening tests are required, he/she will re – fax the hospital requesting further investigations or information.
 - 4.1.3 If the results/ requirements matches with the department scope of service and current capacity, he/she will forward an acceptance fax to the referring facility.
 - 4.1.4 If the required services for the patient's condition do not match the hospital's clinical capability and scope of work to provide the needed services, the patient is not accepted for admission.
 - 4.1.5 Patients accepted for admission from other hospitals require screening for Methicillin – Resistant Staphylococcus Aureus (MRSA) and other laboratory test according to the patient current condition.
- 4.2 Patients screened for admission in the outpatient screening clinics:
 - 4.2.1 Patients are referred to the clinic from the Primary Healthcare Centres.
 - 4.2.2 Screening is performed before registration.
 - 4.2.3 The assigned outpatient screening clinic physician will screen the patient:
 - 4.2.3.1 Take patient: history, physical examination and order laboratory and radiology tests are required.
 - 4.2.3.2 After the results are available, if the case needs admission, he/she will refer the patient to the on duty consultant.
 - 4.2.3.3 The consultant will decide if the admission is emergent, urgent or elective.
 - 4.2.3.4 For unplanned admissions, the OPD nurse will escort the patient to the laboratory and the radiology to have the preadmission tests completed on the same day and reviewed by the consultant.
 - 4.2.3.5 If admission is decided follow the admission procedure through outpatient department.
 - 4.2.3.6 If the condition of patient does not need admission, but needs follow up in the outpatient clinic, he/she will be given the required follow up appointment.
 - 4.2.3.7 If the patient condition does not match the admission criteria of the concerned department, and there are no indications for follow up in the outpatient department, he/ she will be referred back to the PHC.
- 4.3 Screening patient for admission in the Emergency department:
 - 4.3.1 Patients are screened in the emergency room through a triage process: Refer policy on triage.
 - 4.3.2 The 'critical first look' should identify patients with levels one (resuscitation) and two (emergent). They should be streamed immediately to the appropriate resuscitation area for assessment and stabilization.
 - 4.3.3 Urgent patients will be seen within 30 minutes and other levels are screened as per scheduled time.
 - 4.3.4 Patient's will be screened if they match the hospital scope of service and concerned department's admission criteria:
 - 4.3.4.1 History and physical examination.
 - 4.3.4.2 Laboratory e.g. CBC, liver and kidney function tests, serology.
 - 4.3.4.3 Coagulation profile PT, PTT, INR, Hepatitis B and C for patients requiring operation or procedures or patients with known history of coagulopathy.

- 4.3.4.4 Chest X – Ray for patients with respiratory disease and as required.
- 4.3.4.5 ECG for suspected arrhythmia, cardiac disease.
- 4.3.4.6 Echocardiogram for patients with suspected congenital heart disease.
- 4.3.4.7 Other tests at the admitting physician's discretion based on the patient condition and guided by clinical guidelines or departmental protocols.
- 4.3.5 If admission is decided after evaluating the test results, follow the admission through the emergency department.
- 4.4 If the patient's needs do not match the hospital's mission and resources:
 - 4.4.1 Example unstable trauma patients will be stabilized and transferred to another hospital after ensuring that the patient's required needs are in its scope of service.
 - 4.4.2 Assist the patient in identifying and/ or obtaining appropriate sources of care.

5. MATERIAL AND EQUIPMENT:

- 5.1 Admission Request Form
- 5.2 Physician Admission Assessment Form

6. RESPONSIBILITIES:

- 6.1 Assigned Consultants/ Specialists/ Residents
- 6.2 Assigned Nursing Staff
- 6.3 Assigned Laboratory Department Staff
- 6.4 Assigned Radiology Department Staff

7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Maternity and Children's Hospital, Directorate of Health Affairs Holy Capital, Kingdom of Saudi Arabia.

9. APPROVALS:

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