


Name of Policy: <u>Patient Access Forms</u> Policy Number: 3364-132-05 Department: Patient Access Approving Officer: Chief Financial Officer Responsible Agent: Director, Revenue Cycle Scope: The University of Toledo Medical Center Patient Access Department	 Effective Date: February 3, 2023 Initial Effective Date: July 6, 1977
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The Bylaws, Rules and Regulations of the Medical Staff states that a General Consent Form signed by every patient admitted to the hospital must be obtained at the time of admission. A patient signature must be obtained unless it is determined by medical personnel that patient is unable to sign. Such information must be documented on the patient consent form. It is the policy at the University of Toledo Medical Center to complete all registration forms as required.

(B) Purpose of policy

To ensure that all patients presenting for service via any Patient Access location is presented with a General Consent and other required forms. The General Consent and other required forms are signed and retained in the patient’s medical record.

(C) Policy

Staff will:

- I. Determine if required forms are on file for all patients presenting for service.
- II. Present patients with required forms and obtain signatures.
- III. Retain all required forms in the patient’s medical record.
- IV. Follow departmental standard operating procedures and training documents to complete forms.
- V. Follow requirements as written in policy Consent to Treat and Informed Consent (3364-100-10-01) for:
 - a. Consent for patients with impaired decision making capacity
 - b. Consent in emergency situations
 - c. Telephone consent
 - d. Consent for un-accompanied, un-emancipated minor
 - e. Definition - legally authorized person

