## PRE-ADMISSION PROCESS

Patient referred for pre-admission (by phone or fax) by NUM / Discharge Planner / MO

## DIRECTOR of CLINICAL SERVICES

- Assesses Patient (may include a site visit)
- FIM to be completed

**Patient meets admission criteria**

Patient does NOT meet admission criteria

Referral Declined

## DIRECTOR of CLINICAL SERVICES

- Arranges Health Fund Check
- Ensures approval for DVA patients is obtained
- Liaises with referring facility to confirm bed availability

## REFERRER

- informs the patient of any co-payments,
- and whether the confirmed bed is in a private room or shared ward
- confirms bed with Director of Clinical Services the day prior to transfer
- arranges transport to Alwyn