



## **Patient Admission Letter**

Patient admissions will be handled through the Charge Nurse. All facility to facility transfers are coordinated supporting the continuum of care and adhering to EMTALA requirements.

Hours of Service: 24 hours/daily

**Phone: (402) 763-3800 or (402)763-3400 Option #3**

Fax: (402) 763-3192 or (402) 763-3193

When calling for assistance please have the following information available:

- Admission date
- Medical record number (if available)
- Patient name
- Patient date of birth
- Inpatient or observation
- Physician name (admitting, attending, referring and consulting)
- Diagnosis
- Level of care
- Isolation needs
- Estimated time of arrival
- Payer or Patient Financial Status (when available)
- Special Instructions