



# PHYSICIAN OFFICE DIRECT ADMIT PROCESS\*

Decision by Physicians to  
Directly Admit Patient from  
Office or Home

## Contact Bed Desk Coordinator at each site by dialing:

St. John Hospital & Medical Center	313-343-4488
St. John Macomb Center	586-576-4079
St. John Oakland Center	248-967-7636
Providence	248-849-3482
Providence Park	248-465-4912
River District	810-329-5320

## Provide Patient Demographics

- Name (Full, Legal)
- Date of Birth
- Gender
- Phone Number / Alternate Number
- Special Needs (Handicap, Hearing Impaired, Interpreter)

## Provide Insurance Information

- Primary / Secondary
- Who is Primary Care Physician
- Authorization when applicable

## Provide Admitting Diagnosis and Needed Information

- Diagnosis
- Admitting Physician
- Clinical Data: Labs, Vitals, Treatments, Plan of Care
- Bed Type (Would you like 23 hr Observation or Full Admit?)
  - General Medical / Surgical
  - Telemetry – Cardiac / Medical
  - Isolation

## Complete & Fax Signed Admission Orders. Admission Orders can be found at:

<http://www.stjohn.org/myadmit/>

St. John Hospital & Medical Center	313-343-7367
St. John Macomb Center	586-576-4109
St. John Oakland Center	248-967-7350
Providence	248-849-8438
Providence Park	248-465-4914
River District	810-326-2058

## Provide Patient with Direct Admit Instructions and Map to Hospital. Available at:

[www.stjohn.org/myadmit/](http://www.stjohn.org/myadmit/)

## Patient Should Bring:

- Insurance Card
- Identification
- List of Current Medications

## Inform patient that:

- Valet Parking is free on day of admit. (Note: valet parking at Macomb Center is available Monday-Friday 8 am to 4:30 pm only)

\* Unstable patients should be sent immediately to the ER.