



Seton Medical Center Harker Heights

A partner of the Seton Healthcare Family

Procedures for Scheduling Direct Admissions

Direct Admission Process

1. After the determining the patient needs to be admitted, the Referring physician will call **254-690-0965** to speak with the House Supervisor and request admission acceptance.
 - a. ***If bed space is available***, the House Supervisor will coordinate with the Hospitalist and Referring physician, via 3-way call, the patient's diagnosis, level of care, and condition. Following this conversation, hospital acceptance or declination of admission will occur.
 - i. Patient will arrive at the hospital and check-in at the registration desk in the lobby. ***If after hours***, registration will be completed at the ED registration desk. After registration completed, the patient will then be taken to their room.
 - ii. Hospitalists will report to Referring physician after patient has been released.
 - b. ***If no bed available***, the physician will be asked to place the patient on a waiting list, send to the ED for treatment as an ED patient, or admit the patient to another facility.

If you have any questions regarding Direct Admission Process, please contact Melinda McLendon-Davis at 254-680-6327 or Melinda.mcclendon@smchh.org

If there are any additional questions, please contact a physician liaison:

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