

# HOSPITAL ADMISSION GUIDE

SUCCESSFULLY ADVOCATE FOR YOURSELF OR A LOVED ONE

The best time to prepare for a hospital visit is BEFORE a medical emergency.

## BUILD A PRE-ADMISSION HOSPITAL BINDER

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- Name and location of your preferred hospital and one backup (if available)
  - Research local area hospital's policies and procedures
- Your health insurance information (if available)
  - Work out your best payment/insurance scenario
- Contact information of a trusted advocate or advocacy organization in case you need additional support
- Contact information of a trusted attorney if you have one
- [Medical Power of Attorney form](#)
- [Medical Directives form](#)
- Any medications and medication protocols currently being used
- Contact information of your primary care physician (if you have one)

## UPON HOSPITAL ADMISSION

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- Don't be afraid. Be informed!
- [Remember your rights](#)
- Review and make peace with the [standard of care protocols](#)
- Maintain kindness and professionalism with all staff
- Document everything
  - Including recording conversations with medical staff if you have any concerns
- Request a [patient advocate](#) upon admission if you feel a need for support
- If possible, maintain a relationship with your own physician and refer curious staff to them if needed

## IF THINGS BEGIN TO GO SIDEWAYS DURING YOUR HOSPITAL STAY

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- Document everything
- Peacefully assert your rights
  - Directly quoting which patient right is being violated in a calm, professional voice with neutral body language is most effective. Many times, just alerting them that you are informed of your rights will shift poor staff behavior.
  - Ex: "I noticed that your hospital policy encourages me to ask questions about my care in order to obtain informed consent. I feel that you are rushing my decision/not providing enough information/disregarding my concerns, etc. I would like to resolve this issue and move forward."
- Contact the charge nurse or [case manager](#) if the issue is unresolved by attending staff
- If violation of patient rights continues, ask for [Risk Management](#) to get involved in your case
  - Ex: "I continue to feel that my rights are not being upheld. Please connect me with a representative in risk management as soon as possible. Thank you."
- Click [here](#) for tips if your unresolved issues remain post-discharge

**THIS INFORMATION IS FOR GENERAL PURPOSES ONLY AND DOES NOT CONSTITUTE LEGAL ADVICE**

**TEXANS**  
FOR VACCINE CHOICE