

patient **admission** and information form



**BURNSIDE
HOSPITAL**

Please complete and return as soon as possible

This form is to be completed for all patient admissions to the Burnside Hospital (all medical, surgical, obstetric, sleep centre, oncology and day patients).

Admission date: / /

Admission time:

Fasting time:



**Burnside
is your
hospital**

Did you know that you can now complete this form online?

Visit **admissions@burnsidehospital.asn.au** for eAdmissions
and all admission enquiries

SECTION A

INSTRUCTIONS

Step 1

- **All Patients to complete:**

Please complete and detach the centre booklet, **Section B** including 'Patient Admission Form' and 'Your Health Assessment' and return to Burnside Hospital.

Step 2

Retain **Section A** for your information.

Step 3

- **Maternity Service Patients Only** : in addition to completing Section B please:
- **Retain Section C (pages C1 - C2) and return in the 34th week of your pregnancy**
- **Note:** The return of these documents at least one week prior is a requirement for your booking / admission to be confirmed.

Section A

About The Burnside Hospital

Thank you for choosing Burnside Hospital for your hospital stay. Committed to providing premier acute medical, surgical and obstetric health care for patients, their families and support persons, our highly skilled and professional staff are dedicated to caring for adults and newborns across a wide range of specialities. The key values of respect, teamwork and quality, create the people-centred environment in which we care for our patients recognising their individual needs and treating them with sensitivity, care and compassion.

Burnside is set adjacent to the tranquil, heritage-listed gardens in a quiet, yet accessible location just ten minutes from Adelaide's city centre. It has a longstanding reputation for excellence and attracts patients from throughout South Australia, interstate and overseas.

As a not-for-profit community hospital, we reinvest all surplus funds in improving and upgrading services, facilities and equipment.

Our care and service standards have resulted in the hospital's continuous accreditation by the Australian Council on Healthcare Standards since 1985.



Coming to Hospital

Access and Carparking

Burnside Hospital's entrance is located off Kensington Road, with the entry to the carpark at the front of the Hospital located via Moore Street. When you park your vehicle in the grounds of the Hospital, you do so at your own risk and you remain responsible for your vehicle and any property in or on it at all times. We accept no responsibility and will not be liable for any theft, loss or damage that you or your vehicle may suffer, or any parking fines received.

Disabled permit parking is located near the main entrance. Two hour and in some streets all day parking is available around the perimeter of the Hospital. Please observe parking restrictions.

Admission

Prior to your admission or surgery you may be contacted by an Anaesthetist and you will have the opportunity to ask questions and discuss any outstanding issues with nursing staff. For obstetric patients pre admission appointments for anaesthetists are available via referral from your admitting doctor to their respective Anaesthetic group.

Your doctor sets the order of their operating list and decides what time you need to be admitted. Although your doctor decides what time you come into the hospital, we do make every effort to keep your waiting time to a minimum, but sometimes delays are unavoidable. We will keep you informed of any delays, but suggest you bring a book or device just in case.

Personal Effects and Valuables

Please leave all valuables at home. You should only bring with you any cash/credit card required to settle your account. Regrettably, we accept no responsibility for loss of, or damage to, personal property kept by patients. Safe storage will be provided for your device.

All overnight rooms with the exception of the High Dependency Unit are fitted with personal safes which you can use by selecting your own security code. Patients are strongly encouraged to use this facility.

Medications

When you are to be admitted to Burnside Hospital, please bring along with you all of your current medications in their **original labelled** boxes/containers and your current medication list if you have one (**NOT** a Webster Pack).

Bringing your medications into hospital will assist hospital staff to:

- Have a complete and accurate picture of what medications you are taking and ensure continuity of these medications
- Make sure you are provided with/administered the correct medications in hospital.
- Identify any problems that you may be having with your current medications.
- Enable you to take the brand of medication you are familiar with (where appropriate).

You should bring in all medications that you have been taking prior to hospital admission as well as your Medication List (if available). This includes:

- Medications prescribed by your doctor.
- Medications you have purchased from a pharmacy or supermarket (e.g. pain relief medications, cold & flu medications, creams & lotions, etc).
- Complementary & alternative medicines (e.g. medicinal products containing herbs, vitamins, minerals, & nutritional supplements, homoeopathic medicines, traditional Chinese medicines, Ayurvedic medicines & Australian indigenous medicines). Please do not bring in any non medically prescribed cannabis. Please bring in medications in their original manufacturers boxes and enough supply for your anticipated hospital stay.

When admitted, staff will collect your medications and a hospital staff member (pharmacist, doctor, or nurse/midwife) will discuss what medications you have been taking and if you have had any problems with any of them.

Your medications will be stored safely and securely at all times within your room, and will continue to be administered to you during your hospital stay as ordered by the Doctor, and returned to you on discharge.

All Drugs of Dependence are stored in a safe and checked for correctness as per legislation.

What if I forget to bring in all of my medications?

Your family/carer will be asked to bring in your medications as your doctor needs them to determine what medications you have been taking, and to order them for ongoing treatment.

Will my medications be used while I'm in hospital?

Your own medication will be used while you're in hospital and will never be used for any other patient.

Some medications that you bring in may not be suitable for hospital use (e.g. medications in dosettes, Webster packs™, expired medications, medications not in their own packages). Staff will check your medications on admission to make sure they are suitable to use during your hospital stay.

What if I need new medications or there are changes to my usual medications?

Any medication started during your hospital stay will be supplied by the hospital and you will be invoiced for these on discharge (depending on your type of health cover).

If your dose changes but the medication remains the same, your medications may be re-labelled by the Clinical Pharmacist with the new instructions.

What if I run out of my own medications while in hospital?

If you require more of your current medication during your hospital stay or on discharge, the hospital doctor and pharmacy will organise a supply for you and you will be invoiced for these on discharge (depending on your type of health cover).

Please bring your Medicare card and any pension/concession cards (including your Safety Net card) into hospital with you.

What will happen when I go home?

Hospital staff will review the medications that you have been taking while in hospital and advise which medications you should take when you return home.

Your own medications will be returned to you when you leave hospital, along with any additional medications provided for you by the hospital. If your medications are no longer suitable for use, hospital staff may dispose of your unwanted medications with your consent.

Please make sure you update your medication list with any changes to your medications when you leave hospital. You may be provided with a Medication Management Plan if you have complex medications

Before your surgery

The medications which you take can affect the way that other medications work, including medications used for anaesthesia and pain relief.

Before your surgery there may be some medications that you must stop taking, however this **MUST** be undertaken in consultation with your doctor.

Medication Management Plan

You must discuss your usual medications with your Doctor in the lead up to admission and they will direct you if there are any medications that need to be with-held or ceased. Ideally you should provide a written Medication Management Plan if you already have one, when you come into hospital so that any areas that require clarification can be referred back to the Doctor.

Medications to discuss with your Doctor

Medications commonly known as "blood thinners" **may** need to be stopped as they may lead to more than usual bleeding during and after surgery. **If you are taking any of these medications, please ensure that you advise your surgeon and that you are aware of whether you need to stop them and if so when.**

Other medications that you must discuss with your surgeon are diabetes, blood pressure and cardiac medications. Due to the period that you fast from food and fluid there may be changes that are required. We also recommend that you stop taking any herbal medicines and vitamins 14 days prior to surgery if possible.

We strongly recommend that you do not drink alcohol, smoke cigarettes or use recreational drugs for at least 24 hours prior to surgery.

After your surgery

Your normal medications can usually be restarted after surgery (including any herbal medications and vitamins). Before you go home from hospital make sure you clarify with your Doctor when you are able to safely restart these medications.

If your surgery is cancelled, you should restart any medications that you stopped unless otherwise advised by your doctor.

Before coming to Burnside Hospital

Please ensure you have all details listed below to enable our staff to assist you.

Admission Checklist

For your convenience we have provided a check box list.

- ☐ All current medicines and prescribed dosage of each in their **original labelled boxes** (**NOT** in a Webster Pack)
- ☐ Your Health Summary and medications list from your GP if possible (where applicable)

If you have Private Health Insurance you will be required to pay the excess and maximum co-payments where they apply, as per your estimated length of stay no later than the day prior to **admission** and any additional or out-of-pocket expenses before going home.

If Applicable:

- ☐ Your Health Care Card
- ☐ Any Concession or Safety Net Card
- ☐ Your Commonwealth Seniors Health Card
- ☐ Your credit card for payment
- ☐ A copy of your Power of Attorney or Advanced Care Directive
- ☐ Your Pregnancy Health Record (Maternity Patients)

Sleep Centre patients will need to bring with them or note:

- ☐ Any alcohol you would normally consume before retiring
- ☐ Your own pillow (if preferred)
- ☐ If you usually take a sleeping tablet, please bring it with you to take before bed, otherwise, please DO NOT take any sleeping tablets
- ☐ Please have your evening meal prior to admission as only a light supper is provided
- ☐ Toiletries if you would like to shower (a towel can be provided)

The quality of the recording will improve if you shave before you leave home for your study.

Bearded patients - you DO NOT need to shave off your beard.

What NOT to bring - all patients.

We strongly advise you not to bring any valuable items to hospital including:

- Jewellery or other valuables of either sentimental or monetary value
- Large amounts of cash

If you are having surgery

On the day of your admission please:

- Bathe or shower and wash your hair before arrival
- **Do NOT** wear any chemicals, for example perfume, makeup, nail polish, hair spray, body lotion or deodorant
- Wear loose comfortable clothing and well fitted shoes
- **Do NOT** smoke or drink alcohol in the 24 hours prior to your surgery
- **Do NOT** wear any jewellery or body piercings
- Take medicines as advised by your treating doctor (if unsure, please clarify with your treating doctor)
- Complete any special requirements requested by your doctor for example skin or bowel preparation.

For All Patients

If you have any questions please telephone Burnside Hospital on (08) 8202 7222 during business hours 8am – 4pm Monday – Friday.

Hospital accommodation

Broadband Internet Access

A temporary guest account allowing internet access is available upon request during your stay. While we make a best effort to filter this link for malicious traffic and inappropriate websites, no responsibility shall be borne by the hospital for any potential infection or exposure to your device while on our Guest network. Whilst there is greater security than on many public WiFi networks, we still recommend not to conduct confidential banking or financial transactions whilst connected to our Guest network and we also recommend that you have current security software to protect yourself from internet based threats. Please note that commonly used applications should work as expected but due to policy restrictions some applications may not work on this link. Please contact reception between 7am - 9pm to arrange for a username and password.

Meals in hospital

Our catering staff are always pleased to assist with your individual dietary needs. Please ask to see a staff member if you require a special diet for clinical, religious or personal reasons.

Smoking

Burnside Hospital is a “**No Smoking**” facility. For reasons of personal health, environmental care and fire safety, smoking is strictly prohibited within the hospital buildings, within 15 metres of the buildings perimeter and also in the Attunga Gardens. Please discuss with your GP, admitting doctor or the Quit Line to plan for your non-smoking admission.

Interpreter

Our staff are able to arrange for an interpreter service if required. Where possible, please contact the Bed Coordinator on 8202 7222 extension 8540 to discuss this requirement, if needed, prior to admission.

Visiting hours

Visitors make a significant contribution to a patient’s recovery, however, treatment times, educational requirements and the need for rest are also important considerations so it is advisable to check with the patient and / or nurse / midwife before visiting.

Visitors are requested to approach the nurses’ station prior to visiting a patient for the first time and to observe signage on the door of the patient’s room.

For security reasons the hospital is secured between the hours of 9pm and 6am each day so visiting during these times must be negotiated with hospital staff and will be granted on a need only basis.

If your family and friends would like to contact you whilst in hospital, the contact number is (08) 8202 7222.

To prevent any concern for your family or friends, please ensure they understand that we are unable to disclose any details about you and your condition or progress to anyone without the patient’s direct instruction.

Please see website for updated visiting times

www.burnsidehospital.asn.au

or call: (08) 8202 7222

Patient accounts

Patients are responsible for the payment of their hospital account. MEDICARE does NOT cover any private hospital charges. If you are a health fund member, hospital staff will submit your claim on your behalf. *Depending on your level of cover, private health insurance will cover some or all of the private hospital charges. **Any health fund excess or gap, including that applying to “Basic Cover”, must be paid prior to or on arrival.** Upon discharge, you must pay any difference between the account and the health fund benefit.

We urge you to check with your health fund and / or the Hospital prior to your admission to determine your level of cover, any excess payable and any other out of pocket expenses that may arise during your stay.

If you do not have private health insurance, or an approved Worker’s Compensation or Third Party Claim, then our Accounts staff will provide an estimate of the total cost of your hospitalisation. The estimated fees must be paid prior to admission. Any shortfall between the estimated and actual fees for your hospitalisation must be paid on discharge. Personal cheques are not accepted. Payment can be made by credit card or by direct debit.

*Please direct any enquiries to our Accounts staff on (08) 8202 7201.

Protecting Your Privacy

Burnside Hospital is committed to providing its patients with the highest standards of healthcare and service. This includes respecting and upholding their rights to privacy protection in compliance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012, Australian Privacy Principles (APPs) which amends the Privacy Act 1988.

Our Privacy Statement is available on our website at www.burnsidehospital.asn.au or can be collected from reception.

In addition, our Personal Information Management (Privacy) Policy is available at hospital reception. That policy includes further information about our procedures for managing personal information. Please direct any further questions you may have about the Privacy Statement or Personal Information Management (Privacy) Policy to our Privacy Officer as detailed in the section “how to contact us”.

The personal information we collect from you will be used primarily to ensure that you receive optimal healthcare and treatment in our hospital and follow up with other relevant care teams. It may be used for other related purposes only with your consent. If the personal information is not collected from you, we will be unable to provide you with health services.

Your Personal Information

We collect personal information from patients so that we can provide appropriate treatment and care, and for administrative purposes.

This may include: name, date of birth, next of kin, address, telephone number(s), occupation, religion, health information (which may sometimes be provided by others associated with their health care), treating specialist and general doctor practitioner/referring doctor.

We also hold transaction details associated with services we have provided, and any other information given to us, including through patient surveys.

Storing Personal Information

We aim to ensure that the personal information we hold is accurate, complete and up to date. Burnside Hospital stores, uses and, where necessary, transfers personal health information contained in hard-copy, paper-based and electronic records in a secure manner. We will retain information after a patient's last contact with us for as long as is legally required or to reasonably meet our administrative needs.

Accessing Personal Information

Individuals may request access to personal information held by Burnside Hospital, and ask us to supplement or correct information they believe is incorrect, incomplete or inaccurate. These requests must be made in writing. We may charge a fee to cover the cost of searching for and providing access to information we hold. In circumstances in which access is restricted, the reasons for denying access will be explained.

Individuals can request that their health information held by us, be made available to another health service provider. More detailed information about accessing and amending personal information is outlined in our Privacy Policy.

Use and Disclosure

Personal information is used or disclosed by Burnside Hospital to enable us to:

- Provide optimal medical treatment and care in conjunction with the patient's health care team.
- Help individuals with their enquiries and administer the services we provide.
- Deal with private health funds/insurers concerning the treatment of patients.
- Share information with Medical Practitioners, Registered Nurses/Midwives service providers, such as pathologists and radiographers, and allied health professionals who provide necessary follow-up treatment and ongoing care.
- Participate in quality assurance, accreditation and audit programs.
- Benchmark and report patient care data to hospital committees.
- Meet Statutory/State Government reporting requirements.
- Render accounts and collect payment from patients and service providers.
- Notify relevant Disease Registers.
- Advise Debt recovery agencies.
- Inform future health care providers.
- Inform our solicitors or legal representatives.
- Assist organisations maintaining our information technology systems.

Marketing Information

We will seek a patient's **prior written consent** to use their personal information to provide information about the hospital's services and facilities or its fundraising activities. Permission to use personal information for these purposes may be withdrawn at any time.

Individuals may 'opt out' of receiving any communications from us (other than as required for the operation of our business, eg. account payment), by advising us in writing, by telephone or email.

Individuals can be dealt with anonymously, provided this is lawful and practical. However, this is not practical or possible for Medicare or insurance rebate purposes and, most importantly, could compromise our ability to provide optimal health care.

Privacy Complaints

If you believe that Burnside Hospital has breached your privacy rights in any way or you wish to discuss any issues about the hospital's Privacy Policy or statement, you can contact the Hospital's Privacy Officer who will address your concerns on phone 8202 7222.

If the Hospital is not able to satisfactorily answer an individual's concerns, an individual has the right to make a complaint to the Privacy Commissioner by telephone 1300 363 992 or in writing to :

Office of the Privacy Commissioner
GPO Box 5218
Sydney NSW 2001

Open Disclosure

At Burnside Hospital we respect the right for every patient to be treated with care, consideration and dignity, and we are committed to improving the safety and quality of the care we deliver. That's why we have a policy of Open Disclosure for when things go wrong with the care we provide. Open Disclosure assists patients when they are unintentionally harmed by their healthcare.

If you would like to read further information about the Open Disclosure process please refer to the Clinical Manager, who can provide you with the pamphlet "Open Disclosure of things that don't go to plan: A Guide For Patients"

Social Media

While social media is a great platform to voice opinions, good and bad, about products and services, it would be appreciated if the privacy of other patients and staff, and opinions about the hospital, staff and doctors are not aired in this manner. Just as healthcare staff need to follow social media and privacy policies, patients who use social media need to be similarly responsible.

If you have any concerns about your care or management it would be appreciated if you would please discuss them with the hospital in the first instance.

Going Home - Planning Your Discharge

Planning for your after hospital care can make a big difference to your recovery. It is important to think ahead and make sure you have enough support when you return home. Here are some points to think about when planning for your recovery at home.

The length of your hospital stay will be determined by many factors, and your doctor and hospital staff will keep you informed of your progress at all times.

Discharge after a short stay (day) procedure

Burnside Hospital is committed to the provision of high quality care for all patients and our aim is to make your time with us as comfortable, pleasant and as safe as possible. To ensure this is possible the Australian and New Zealand College of Anaesthetists and the Royal Australian College of Surgeons in conjunction with the Burnside Hospital recommends that:

- You will NOT be able to drive after your procedure for 24 hours or as advised by your surgeon and/or anaesthetist.
- You MUST make arrangements for a responsible adult to drive you home.
- If you are having a day procedure and you are living alone, you MUST make arrangements for a responsible adult (over the age of 18) to care for you overnight.
- You should stay within a one hour journey of a medical facility following your discharge.
- If the above options are not possible, please discuss alternatives with your doctor. It is important to note that admission to hospital overnight is not an option unless clinically required. Burnside Hospital will not accept responsibility for patients who are unable to comply with these recommendations.
- Discharge time following a day procedure varies as it depends on your surgery and your recovery.

Discharge after overnight or longer stays

Please note that for patients who have stayed overnight, including maternity patients, you should be prepared to leave Burnside Hospital before 10 am. If you are not able to arrange transport until later in the day, we will ask you to wait in the patient lounge. Any problems with your discharge, please talk with our staff prior to coming to hospital as we can provide information on the community services available.

Discharges can happen between the hours of 8.00am-10.00am please speak to staff about facilitating a time schedule.

Maternity Service patients will need to ensure that a child car restraint has been fitted to your car for safe transport of your newborn.

Discharge after your Sleep Study

Your sleep study ends at approximately 6.15 am. An en-suite bathroom is provided for your convenience and a light breakfast is served at 7:00am, followed by discharge at 7:30am. Please inform the technician if you need to depart earlier.

Upon discharge please ensure that you have the following:

- Your personal belongings (including - contents of the safe in your room)
- **All** x-rays or scans (including any that were taken whilst you were in Hospital)
- All Medications
- Phone Charger

SECTION C:



BURNSIDE
HOSPITAL



MATERNITY SERVICE PATIENTS ONLY

*Please complete SECTION C and return to Burnside Hospital
in the 34th WEEK of your pregnancy.*

It is vital that you **do not** return it with Section B - Patient Admission Form
This information is **CONFIDENTIAL** and will assist medical and midwifery staff in
planning and providing your care. Please complete by answering the questions or
ticking the appropriate box. Any queries? Contact your admitting Obstetrician or the
Maternity Unit on 8202 7219

**For further information please contact the
Burnside War Memorial Hospital Inc.**

120 Kensington Road
Toorak Gardens SA 5065
Telephone: (08) 8202 7222
Facsimile: (08) 8407 8573 / 1800 679 707
email: maternity@burnsidehospital.asn.au
www.burnsidehospital.asn.au

Please address the envelope to:

REPLY PAID 64813
MATERNITY UNIT
BURNSIDE WAR MEMORIAL HOSPITAL
120 KENSINGTON ROAD
TOORAK GARDENS SA 5065

NO
STAMP
REQUIRED

SECTION C

Health Assessment – Part 2 (Maternity Service patients only)

Surname:

Baby's Due Date: / / 20

Given Names:

Your Date of Birth: / /

Weight Height: BMI (at 34 weeks of pregnancy):

Admitting Obstetrician's Name:

Medical History

Please tick the appropriate box and add further information in the column on the right.

During your pregnancy have you:

Been generally well? <input type="checkbox"/> No <input type="checkbox"/> Yes	Details:
Had any bleeding? <input type="checkbox"/> No <input type="checkbox"/> Yes	Details:
Had any high blood pressure? <input type="checkbox"/> No <input type="checkbox"/> Yes	Details:
Developed gestational diabetes? <input type="checkbox"/> No <input type="checkbox"/> Yes	Details:

Had any of the following tests performed:

Ultrasound <input type="checkbox"/> No <input type="checkbox"/> Yes	If "Yes", how many? If more than 2, why?
Pelvic CT Scan / X-rays? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Amniocentesis? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Blood Screening test for congenital abnormalities? (eg. Down Syndrome) <input type="checkbox"/> No <input type="checkbox"/> Yes	
Chorionic Villus Sampling? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Previous Infant Feeding Experiences

Baby No.	Type of Feeding: <i>Breast or Bottle</i>	If breastfed, for how long?	Any previous feeding concerns?
1.			
2.			
3.			
4.			

Labour and Post-natal Information

Have you attended Burnside Hospital childbirth education classes for this pregnancy? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Do you have a support person? <input type="checkbox"/> No <input type="checkbox"/> Yes	Name of support person:
Do you intend to breastfeed your baby? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Birth Plans

Please feel free to complete this section if you have any preferences for labour and birth. Please consider subjects like pain relief, activity, etc.

If you wish to add any extra information, please attach a separate sheet.

I have completed and understood the details included in this Patient Admission Form.

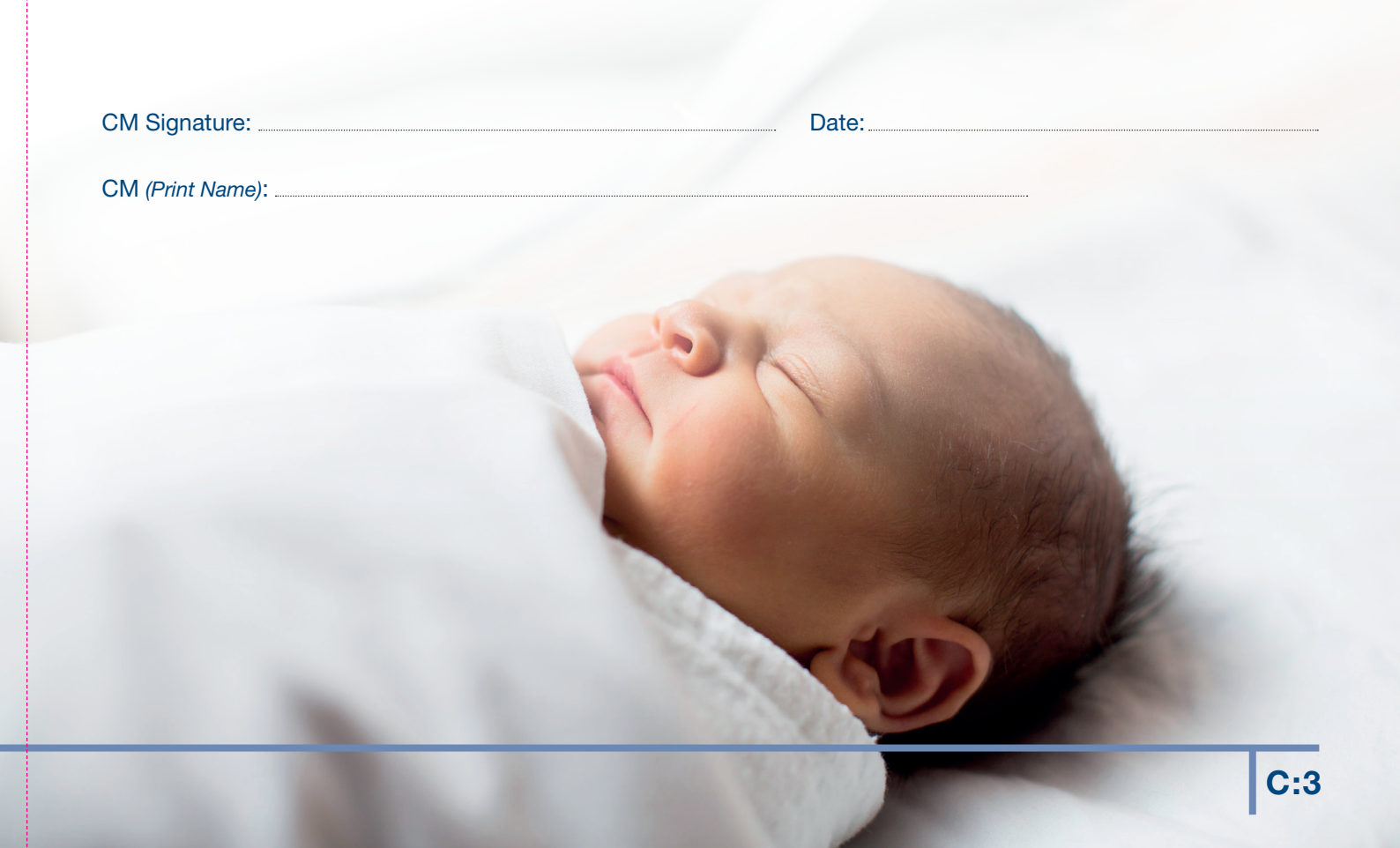
Date: Signature:

TO BE COMPLETED BY CLINICAL MANAGER - MATERNITY (OR DELEGATE)

Comments/ Actions:

CM Signature: Date:

CM (Print Name):



Safe, contemporary care for every patient, every time

Located just 3 minutes from the Adelaide CBD, Burnside Hospital is easily accessible by car or public transport.

Buses numbered 141 and 142 from the city stop directly in front of the hospital on Kensington Road at Stop 6.

Entry to the hospital's main park, at the front of the hospital, is via Moore Street. Limited two-hour and unrestricted parking is also available in surrounding streets.

Burnside Hospital is a non-smoking facility.

Contact

Burnside War Memorial Hospital Inc
120 Kensington Road
Toorak Gardens SA 5065

Telephone: (08) 8202 7222

Facsimile: (08) 8364 0038

Website: burnsidehospital.asn.au

Email: admissions@burnsidehospital.asn.au

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