Pre-Admission Checklist

How to prepare for your hospital stay:

You and your care partner are important members of your hospital care team. Other members include doctors, nurses and staff who will care for you during your hospital stay.

We invite you to partner with us in your care. Just like you, our goal is to make sure that you get the best and safest care.

Use this checklist to help you get ready for your hospital stay and to help you during your hospital stay.

Before admission to the hospital:

- Choose at least one trusted family member or friend to be your care partner. A care partner is someone who can:
    - Help you with your care and making decisions about your care.
    - Support your recovery in the hospital and at home after you leave.
    - Help make sure that your preferences, value and goals are used in care planning.
- Bring the following important items with you to the hospital:
    - List of all medications you take including over-the-counter medicines, vitamins and supplements.
    - Allergies to medications or food.
    - Names and phone numbers of your Primary Care Doctors and specialists.
    - Your insurance information.
    - Your wishes about care and treatment in case you become unable to speak for yourself (Advance Directive and/or Living Will).
- Talk to your doctor who is admitting you to the hospital to get the information you want and need about:
    - Diagnosis or condition.
    - Tests you may have.
    - Medications you will be given.
    - How your pain will be safely managed.
    - How long you will be in the hospital.
    - Any physical therapy or other therapies you will receive in the hospital.

When you are admitted to the hospital:

- Learn about who is on your team by asking:
    - Who will be taking care of you and what they will do.
    - How to contact them.
    - What time the bedside rounding is done, so your care partner can be present, if desired.
- Find out about how you and your care partner can share and get information and be part of care planning. This includes:
    - During bedside rounding.
    - In planning meetings for discharge or transition to your home or another care setting.

- On whiteboard in your hospital room.
- Through MyCareCorner.
- Safety is key! We all work together to make sure your care is safe. Speak up at any time with any concerns you have. Talk with your team about the best ways to:
  - Make sure everyone washes their hands or uses alcohol-based hand sanitizer – family, friends, staff and doctors.
  - Help prevent infections.
  - Help prevent pressure injuries
  - Protect yourself from falling.
  - Make sure your patient identification is correct and is checked especially for tests, procedures and being given medications.
  - Make sure that all doctors, nurses and staff introduce themselves and explain what they are going to do before giving you any medicine or before a treatment or test.
  - Be aware of side effects of treatment and medications.
  - Learn about symptoms and danger signs to watch out for.
  - Know what do to and who to talk to about concerns if you or your care partner thinks something does not seem "right."

Before you leave the hospital:

- Talk with your team as early as possible about how you and your care partner can get ready to leave the hospital. You will get specific discharge instructions before you leave the hospital but you can talk with your team at any time about:
  - Your medications and what they are for and how to take them properly.
  - Serious signs and symptoms to look out for once you get home, what to do if you see them and who to call if you have concerns.
  - What to expect in your recovery.
  - Need for additional therapy, home care, support or equipment at home.
  - Ask if you're ready to do the following activities:
    - Bathing, dressing, using the bathroom, climbing stairs, cooking, food shopping, house cleaning, paying bills, getting to doctor appointments, picking up prescription medications, etc.
  - Follow-up appointments.
  - How doctors and staff will share information with your primary care doctor and specialist.