

GW HOSPITAL DIRECT ADMIT PROCESS

The George Washington University Hospital is pleased to offer the ability for physicians to direct admit patients to our facility.



In order to direct admit a patient, you must follow these steps:

(If this is an emergent issue, the patient should proceed to the emergency department.

Call 202-715-4911 to speak with the ED physician.)

Step 1:

The physician office must verify that GW Hospital is in the patient's insurance network.

Step 2:

Physician must start with the Patient Logistics Center (previously known as the bed board department). Call the Center at **202-715-5610** or fax the Center at **202-715-5608** to request reservation.

Step 3:

Provide the following information:

1. Clearly indicate patient's arrival date.
2. Indicate one of these patient types:
 - Observation
 - Acute Inpatient
 - Rehabilitation
 - Psychiatric
3. Provide the name of accepting physician
(Note: It is your responsibility to secure an accepting physician at the hospital).
4. Provide your name and call back number.
5. Provide patient's information, including:
 - Name
 - Gender
 - Date of Birth
 - Social Security number
 - Phone Numbers (Home, Work, Cell)
 - Clinical Information
 - Diagnosis
 - Procedure
 - Expected plan of care
 - Insurance Information
 - Payor Information
 - Authorization Number



THE GEORGE WASHINGTON
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Step 4:

The Patient Logistics Center will call the patient on day of admission with room assignment and direct the patient to the admitting department to check in. The Center will fax an intake sheet to admitting prior to the patient's arrival.