

**McLaren Northern Michigan
Behavioral Health Admission Process**

1. Medical Clearance by ER Physician.
2. Screen (depending on patients' insurance) done by ES (Emergency Services/ Bay Arenac Behavioral Health located on the 3rd floor), BHU or GPU.
3. Present to Doctor for acceptance or denial to unit.
4. Nurse will call to get a nurse-to-nurse report on patient.
5. Patient will be brought to us by Security with belongings and the **original** Adult Formal Voluntary (AFV), or Petition and first Certification.

NOTE: DO NOT sticker Petitions/Certs/Adult Formal Voluntary's as they are legal documents and need to be filed with the court.

6. Skin assessment of patient in our treatment room.
7. Patient is shown their room and given a short tour of the unit.
8. Admission Assessment and paperwork will be done with RN.
9. Additional paperwork and belongings will be completed by the Psych Tech/PCA.

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In order to provide the best and safest care possible for our patients we require the following:

- A skin assessment is required by two staff upon admission, including height and weight.
- You will be asked to change into a gown and remove all clothing.
- Your skin will be assessed for abrasions, scars, rashes, etc.
- Your clothing must be checked by staff for contraband and appropriateness. Short shorts and tank tops are not allowed.
- Clothing should be limited to 3 days due to availability of storage and washer/dryer times.
- If clothing is not appropriate you will be provided with 2 hospital gowns.
 - Staff will also check in donations for other clothing upon your request.
- Hoods and draw strings on clothing are not allowed.
- Grip slippers are to be worn at all times.
- All belongings must be searched for unsafe items. You may be present upon request but will be asked to stay out of arms reach of staff and belongings for safety.
- Items such as blankets, pillows, and stuffed animals are not allowed on the unit.
- Other items not allowed on the unit include but are not limited to:
 - Cell Phones/Electronics
 - Any items with cords
 - Purses, wallets
 - Spiral Note Books
 - Pens, pencils, colored pencils
 - Shoes
 - Food, drink, or gum
 - Make-up
 - Curling irons, straighteners, etc.
 - Shaving Razors
 - Brushes/combs that have metal pieces
 - Mouthwash and dental floss
 - Electric toothbrushes
 - Other items that staff considers unsafe
- Cell Phones:
 - You may write down numbers from your cell phone on admission and then your phone should be turned off until discharge. Access to cell phone will not be permitted again. During your treatment team meeting with social work you may be allowed to access your phone again for more numbers if needed.
 - Cell phone usage will be not be granted in order to check messages, voicemail, e-mail, or social media.
- We encourage valuables be sent home with family rather than stored on the unit.
- All medications will be reviewed by an RN and stored in pharmacy until discharge.
- Items such as knives or other weapons will be stored in security.
- Money \$20.00 or more will be sent to security.
- Illegal substances will not be stored.
- Access to belongings will not be permitted until discharge.
- Admission Paperwork will be reviewed after skin assessment and belongings search is completed.
- You will meet with a psychiatrist within 24 hours.