

	Effective Date: 3/25/2014 Revision Date: 5/1/2017 New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>	Page 1 of 3
Subject: Consent for Service Form	Authorization: EVP Chief Executive Eastern WA VP of Revenue Cycle	

Scope:

This policy applies to all members of the Providence Health Care workforce, including caregivers (all employees), medical staff members, contracted service providers, and volunteers. It also applies to all vendors, representatives, and any other individuals providing services to or on behalf of Sacred Heart Medical Center and Children’s Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital. All of these groups will be referenced in this policy as ‘caregivers and representatives’.

Purpose:

To ensure that Providence Health Care caregivers and representatives provide and explain a conditions of admissions form for our patients at each appropriate course of treatment.

Definitions:

Express consent: Consent to medical treatment can be given by a patient who is mentally competent or the authorized patient representative either orally, in person, by telephone or in writing.

Competent patient: A patient who is mentally competent has the right to consent to or refuse treatment.

Policy:

Consistent with our Mission and core values, Sacred Heart Medical Center and Children’s Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital will take all reasonable steps to ensure the necessary consent for treatment is obtained in writing from our patients or their legal representatives.

The consent for service (CFS) form is provided to patients receiving care as inpatients or registered outpatients at Sacred Heart Medical Center and Children’s Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital. Hospital caregivers and representatives will take the time to explain the form to each patient. In every encounter, patients will be treated with compassion and respect.

The CFS form includes consents, releases and agreements and becomes a permanent part of each patient's medical record.

Implied consent

Consent may be assumed when a patient voluntarily enters Sacred Heart Medical Center and Children's Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital and submits to medical treatment. However, the CFS should be still signed by the patient or legal representative.

- If someone other than the patient signs the CFS, the relationship of the person signing is to be written/documented electronically on the form.
- If the patient is unable to provide a signature, a verbal consent is appropriate. Caregivers should document the reason for a verbal consent.

Emergencies

In a medical emergency when a patient is unable to make an informed decision and the consent of another person qualified to represent the patient is not reasonably available, consent to treatment is implied by law and an express consent is not required. {RCW 18.71.220; RCW 7.70.050 (4)}

Adult persons

A person 18 years of age or older is an adult for the purpose of consenting to medical treatment, and if otherwise competent, must give his or her own consent for care at Sacred Heart Medical Center and Children's Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital. {RCW 26.28.010, RCW 26.28.015(5)}

If an adult person is unable to give consent, caregivers should obtain the consent of the person authorized to give consent.

Minors

In general, patients under the age of 18 are minors and do not have the legal capacity to consent to medical care or treatment. The consent of a parent or legal guardian is necessary, except in certain situations including but not limited to: emergency care services, treatment for mental health, substance abuse, and sexually transmitted diseases.

Communication

Caregivers should ensure that patients are alert and oriented in order to consent to treatment or refuse it.

If a patient's preferred language is not English, discussions regarding the COA should take place in the preferred language of the patient or legal representative. Wherever possible, a professionally trained interpreter should be used. Refer to the Sacred Heart Medical Center and Children's Hospital; Holy Family Hospital; Mount Carmel Hospital; and St. Joseph Hospital interpreter services policy for further guidance.

Patients with other communication barriers:

- For the sight-impaired, caregivers should read the CFS in the appropriate language.
- For the hearing-impaired, written communication or sign language through a professionally trained medical interpreter may be used.

Consent by telephone should only be obtained if the person(s) with legal capacity to consent for the patient is not available in person.

- Consent by telephone should be documented on the CFS and include a reason as to why consent was provided in this way.
- Two caregivers should sign as witnesses to the consent by phone.

Refusal to sign conditions of admissions

If a patient will not sign the conditions of admissions form, caregivers should document the refusal on the form and sign as witness. The attending physician should be informed about the refusal.