

# Emergency Admission Protocol

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Emergency Admission Protocol

Dear [Recipient Name],

This letter outlines the emergency admission protocol to be followed in case of unforeseen medical situations requiring immediate attention.

## Protocol Overview

1. **Assessment of Patient:** Conduct an initial evaluation of the patient's condition.
2. **Contact Emergency Services:** If the situation is critical, call emergency medical services immediately.
3. **Notification:** Inform the hospital or facility about the imminent admission.
4. **Documentation:** Prepare all necessary patient documentation for admission.
5. **Admission Process:** Follow the designated procedures upon arrival at the facility.

## Important Contacts

Emergency Services: [Insert Phone Number]

Hospital Admission Department: [Insert Phone Number]

For further inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]