

Hospital Admission Guidelines for Families

Dear Families,

We are pleased to welcome you and your loved one to our hospital. To ensure a smooth admission process, please review the following guidelines:

Admission Checklist:

- Bring a valid form of identification (e.g., driver's license, passport).
- Provide insurance information and emergency contact details.
- Gather relevant medical records and medications list.
- Complete all necessary admission paperwork at the reception.

Visiting Hours:

Visiting hours are from 9:00 AM to 8:00 PM. Please check with the nursing staff for specific ward policies.

What to Expect:

Your loved one will undergo an initial assessment by our healthcare team. This may include:

- Vital signs check
- Medical history review
- Diagnostic tests as needed

Contact Information:

If you have any questions, please feel free to contact our admission office at (555) 123-4567.

Thank you for your cooperation.

Sincerely,

The Hospital Admissions Team