

Part B - Health Facility Briefing and Planning

130 ADMISSIONS UNIT

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INTRODUCTION

General

- 130 .2.00 The range of facilities provided for Admissions will vary depending on the size of the proposed facility and the range of services prescribed in the Operational Policy. Admissions functions may also be accommodated in the Main Reception area.

PLANNING

Functional Areas

- 130 .3.00 The Admissions Unit should accommodate the following functions:
- Patient admissions
 - Patient interviews or private discussions
 - Cashier
 - Bed allocations.

Functional Relationships

- 130 .4.00 The Admissions Unit should ideally be located adjacent to the Main Reception area with close access to public amenities and waiting areas.

COMPONENTS OF THE UNIT

Introduction

- 130 .5.00 The Admissions Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components in these Guidelines. Refer also to Standard Components Room Data Sheets.

Standard Components

- 130 .6.00 Provide the Standard Components as identified in the Generic Schedule of Accommodation. Provision of accommodation for Admissions will depend on the Operational Policy and service demand.

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Non-Standard Components

130.7.00 Provide the Non-Standard Components described in this section, according to Operational Policy and service demand.

130.8.00 CASHIER

DESCRIPTION AND FUNCTION

Secured area for payment transactions. The area will include an office or workstation and a secure serving counter. The size may vary according to the number of personnel to be accommodated.

130.9.00 LOCATION AND RELATIONSHIPS

The Cashier should be located close to the Main Entrance area with ready access to public amenities.

130.10.00 CONSIDERATIONS

The Cashier's area will require security provisions. Provisions for electronic funds payments and transfers should also be available.

APPENDICES

Admissions Generic Schedule of Accommodation

130.11.00 The Schedule of Accommodation-Admissions for a 120 bed Level 4 Hospital:

ROOM / SPACE	Standard Component			Level 4 Qty x m2			Remarks
CASHIER				1 x 9 optional			
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9 optional			Manager
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9 optional			Security
CIRCULATION %				20			

130.12.00 SHARED AREAS

ROOM / SPACE	Standard Component			Level 4 Qty x m2			Remarks
BAY - MOBILE EQUIPMENT	yes			1 x 6			For wheelchairs, may be accommodated in Main Entrance area
OFFICE - SINGLE PERSON 9 M2	yes			3 x 9			May also be provided as cubicles
RECEPTION	yes			1 x 12			May be shared with the Main Reception
WAITING	yes			1 x 20			May be shared with the Main Reception

References and Further Reading

130.13.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - ADMISSIONS UNIT

