

**Hospital Administration only**

*(Patient label)*

**Patient Admission Form**

*Please complete all sections and both sides of the form, and return (deliver, scan, or email) at least* ***3 weeks prior to your admission.*** *36 Manuka Street, Nelson 7010 email: administration@manukastreet.org.nz*

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| **Patient Details** |
| **Full Legal Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Preferred name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: i.e. Mr, Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date of birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_ **NHI (If *known)*** *\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Gender:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Pronouns** *(Optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Residential address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Postal address** *(If different from above)***:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone: (***Home)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Business)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Mobile) \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Admission Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Surgeon:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Operation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Medical Centre / General Practitioner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Which ethnic group do you belong to?** Tick the box or boxes which apply to you.  New Zealand European  Māori  Samoan  Cook Island Māori Tongan  Asian Indian  Other (such as Dutch, Japanese, British) Please state: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **New Zealand resident:** Yes No If *no, complete the ‘Acknowledgement Form: Non-NZ resident’* |
| **Next of Kin / Contact Person** |
| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship to patient:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone:** *(Home):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Business):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Mobile):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Discharge arrangement / Aftercare Consent** |
| Following the procedure, you are not able to drive a vehicle, operate any machinery, take public transport or a taxi.  **YOU MUST HAVE SOMEONE TO COLLECT YOU AFTER YOUR PROCEDURE. YOU WILL NEED TO HAVE SOMEONE TO STAY OVERNIGHT WITH YOU, FOR YOUR SAFTEY. Please provide details.**  **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship to patient:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone:** *(Home):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Business):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Mobile):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Patient confirmation of understanding:  Patient Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please confirm your understanding of the discharge agreement / Aftercare Consent.** |

**Important**: Please send this completed form to Manuka Street Hospital 3 weeks prior to your procedure.

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| **Payment Details** |
| **How will your procedure be paid for?** Tick and complete  **Health insurance  ACC  Health NZ (Public System)  Paid personally  Other** \_\_\_\_\_\_\_\_\_\_\_\_\_  Details of health insurance: **Southern Cross Affiliated Provider contract □**  Name of Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance Membership No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you obtained “prior approval” for payment? Yes No  Approval Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please provide your prior approval letter in advance**  **Methods of payment.**  I will pay my account by: EFTPOS Credit Card Debit Card  Internet Banking  **Internet banking details**  Payee: Manuka Street Hospital Bank a/c: 12-3193-0025426-00  Reference: NHI Particulars: Patient Name Code: Date of surgery e.g., 27 Sep 2023  **Would you like to receive your invoice via email?** YES  NO  We will send the invoice to the email address you have provided above. |
| **Account Settlement** |
| **Payment prior to surgery**  You will need to have paid for your surgery 3 days before admission. The amount is based on the estimated cost of the procedure, payable by you not otherwise covered by your insurance, ACC, or Health NZ (Public Health System).  The deposit will be refunded to you if the procedure is cancelled.  Depending on your health insurance policy or plan you may be required to pay an excess (co-payment). This is not covered by insurance, ACC, or Health NZ. (Public Health System).  **Please provide your prior approval letter in advance** |
| **Agreement** |
| I agree to settle my hospital account in full no more than 30 days after my surgery, when personally paying my account or where I do not have “prior approval” from my insurer. I understand I am responsible for any outstanding balance if my procedure is not fully covered by insurance, ACC, or other contract.  I give permission for Manuka Street Hospital to obtain any information relating to the approval/claim for this admission from the relevant funder(s), and I authorise that person or organisation to disclose such information to Manuka Street Hospital. I accept that, in the event my hospital account is not met, Manuka Street Hospital reserves the right to add all costs of collection to this account.  I give permission to Manuka Street Hospital, or any health professional (such as my medical specialist) involved in my care in relation to this admission to hospital, to access health information about me that is relevant to my treatment (including pre-admission and after discharge), which may be held by Manuka Street Hospital, other health professionals or other health organisations. I understand that other clinical team members such as student nurses and qualified medical trainees may have supervised involvement with my care and that I have the right to decline their presence or contribution to my care delivery.  I understand the admitting Surgeon, Anaesthetist and other Doctors or health professionals using Manuka Street Hospital’s facilities are independent and not employees of Manuka Street Hospital with respect to both my treatment, care and account payment. I accept that this agreement is covered by New Zealand law. The details above have been completed by  **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If not the patient, state relationship to patient**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Important: Please send this completed form to Manuka Street Hospital. Please return deliver, scan, or Email at least 3 weeks prior to your admission or as soon as possible to: Manuka Street Hospital, 36 Manuka Street, Nelson 7010. or email to: [administration@manukastreet.org.nz](mailto:administration@manukastreet.org.nz). If you post the form, please allow 1-2 extra weeks for delivery.  Manuka Street Hospital |

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*(Patient label)*