

Admission process

For same-day admits (direct admit):

1. Before the patient leaves your office, please call our **Referral Center at 577-2221** and provide the following information.
 - a. Patient name
 - b. Date of birth
 - c. Diagnosis
 - d. Whether you will be the accepting physician, and if so, please note the hospital unit and any patient precautions
2. After speaking with a referral specialist, direct your patient to check in at one of our valet, concierge or volunteer desks. Valet and concierge desks are located in our McMurry West Tower front door lobby while the volunteer desk is stationed on the second floor for patients coming from the West Parking Garage. Please ask patients to use our ER valet service only in cases of emergency, or when reporting to the hospital after 9 p.m. as these desks will be closed.
3. Follow these steps for any direct admission or same-day procedure. This allows us to assign the patient to the appropriate bed and get them in our check-in system before they arrive at Wyoming Medical Center.
4. Please continue to send patients directly to our ER when necessary. You may call the **ER at 577-2222** to alert them to your patient if you wish.

For future admits/procedures:

1. For all procedures to be scheduled in the Operating Room or GI Lab, contact **OR Scheduling at 577-2181 or fax the scheduling form to 233-8118.**
2. For all other procedures or admits for a future date, contact our **Central Scheduling Office at 577-2650. Fax orders to 233-8169 or enter the order electronically in Cerner.**
3. Instruct patients to present to the West Tower Valet inside the front door of the McMurry West Tower. Volunteers or staff will lead patients directly to the treatment area. Patients can also park in the West Parking Garage and check in at our Volunteer Desk on the second floor.
4. Remind patients to only use the ER valet service in cases of emergency.

We appreciate your cooperation and value your contributions to protecting the health of our community. If you have any questions, please call our **Referral Center at 577-2221.**