

# YOUR GUIDE TO PRE-ADMISSION AND HOSPITALISATION

MEDICLINIC IS ONE OF THE THREE  
LEADING PRIVATE HOSPITAL GROUPS  
IN SOUTHERN AFRICA AND ONE OF  
THE TEN LARGEST LISTED PRIVATE  
HEALTHCARE GROUPS IN THE WORLD.



# WELCOME TO MEDICLINIC LOUIS LEIPOLDT

Our hospital offers state-of-the-art medical technology, highly skilled staff and the support of experienced private medical specialists in a wide range of disciplines and specialties. As such, we are able to offer you the highest standard of hospital care, ensuring your comfort and wellbeing at every stage of your journey to recovery.

Infection prevention and control (IPC) is necessary for protecting you when you are most vulnerable and plays an integral part in your safe care. Our hospitals align with recognised international and national evidence-based IPC guidelines to ensure that you, your visitors and all healthcare workers are safe.

Hand hygiene is the simplest and most effective way of reducing the transmission of organisms that can potentially cause infection. Our staff will regularly sanitise their hands with alcohol-based handrub or wash their hands when providing care. We encourage you to make use of these

products or ask for assistance so that you can clean your hands if confined to bed.

Although universal masking is no longer a requirement for patients, healthcare workers or visitors may continue to wear a mask for their own protection. It will, however, be necessary for patients who present with respiratory illnesses to wear a mask provided to them while being assessed for safety of other vulnerable patients and everyone within the hospital environment. Please note that staff working in units caring for patients with respiratory illnesses will wear a mask at all times for their own protection against seasonal influenza and illnesses.

## **TAKING CARE OF THE DETAILS BEFORE YOU ARRIVE**

An online admission form can be completed on our website at <https://forms.mediclinic.co.za/PatientBooking>

Should you not be able to complete the online admission, please visit our reception desk at least 48 hours before you are due to be admitted. A staff member will help you to complete your admission forms and address any concerns you may have about your hospital stay.

### **Enjoy the benefits of pre-admission**

The pre-admission process simplifies the admission process and ensures pre-authorisation is done timeously. Our staff will advise you on what to expect while you are in hospital and answer any questions or concerns you may have.

### **Please remember to bring:**

- Your identity document (main member and patient)
- Medical aid card
- Mediclinic pre-admission form received from your doctor's rooms
- Authorisation number supplied by your medical aid

If you need assistance applying for your authorisation number, we are happy to assist you. Please note, however, that acquiring the authorisation number is ultimately your responsibility; without it, we are unable to admit you. Please also ascertain from your funder if there would be any exclusions.

### **TO MAKE A BOOKING:**

bookings.louisleipoldt@mediclinic.co.za

Visit <https://forms.mediclinic.co.za/PatientBooking> to book online.





## MEETING YOUR NEEDS ON THE DAY YOU ARE ADMITTED

Our reception staff will be on hand to assist you with admission and any special requirements you may have, including:

### **Private rooms**

Additional fees are payable for private rooms and are not usually covered by medical aid. Costs and availability of private rooms can be obtained from our staff at reception. Kindly note that we cannot guarantee availability.

### **Special needs or requirements**

Please inform us if you have special dietary needs or any other requirements.

### **Assistance with admission forms**

We encourage patients to make use of our pre-admission service. If you are unable to complete the pre-admission process, please bring the following along with you on the day you are admitted:

- Identity document (main medical aid member and patient)
- Medical aid membership card and authorisation number (without an authorisation number, admission will be subject to a delay)
- Completed Mediclinic pre-admission form supplied by your doctor's rooms

### **Chronic or own medication**

Should you be on chronic medication, we encourage you to bring it in the original

packaging or blister packs dispensed from your pharmacy. Your chronic medication will be dispensed to you as prescribed. Please do not keep or take any medication from your hospital bedside cupboard.

### **VISITING HOURS**

Flexible visiting hours apply. Enquire from nursing staff about receiving visitors.

Visitors are limited to two in General and Critical Care Units. Please note that visitation may be limited in the best interests of you as a patient.

### **Tariffs and charges**

Please refer to <https://www.mediclinic.co.za/en/corporate/stay-and-visit/tariff-information.html> for information on tariffs and charges or request a copy of our tariff information brochure from reception.

### **ENSURING YOUR COMFORT DURING YOUR STAY**

Your treatment plan, including pain management, is prescribed by your doctor. To make sure you are kept as pain-free as possible, please inform our staff about any pain or symptoms you experience, so that your doctor can be contacted.

- Headphones for televisions can be purchased at reception.
- Visitor parking is available. Please follow directional signage.
- Doctors' rounds are at their discretion and cannot be guaranteed by the hospital.

- To ensure your safety and security, there is a uniformed security service, all hospital staff wear name badges and detailed evacuation plans are posted in all units.
- Your opinion is important to us. Daily patient surveys are provided and the unit manager and patient experience manager will be happy to discuss any complaints or concerns you may have. Press Ganey, an internationally recognised leader in patient experience research, conducts an independent online patient survey on behalf of Mediclinic. Upon receipt, we would appreciate your participation to ensure the best possible patient experience. We welcome your feedback.
- A copy of the National Bill of Rights, explaining patient rights, is available in the unit should you require it.
- Please consider leaving valuable articles at home. Most of our hospitals have bedside lock-up facilities.
- The hospital has a no-smoking policy. Only designated smoking areas may be used.
- Alcohol and non-prescription drugs are not permitted unless authorised by your doctor.
- As a courtesy to patients, cell phones are prohibited in some areas. Please check with your unit staff.
- To connect to the free WiFi, please ask for assistance.

# ASSISTING WITH DISCHARGE

Your doctor determines the date and time of your discharge as nursing staff are not authorised to discharge a patient. Kindly hand in the discharge plan or card, which will be issued to you, at reception before you leave the hospital.

- Please settle any private expenses at discharge.
- If you need rehabilitation aids, such as walking sticks, crutches or a wheelchair for home use, please ask our nursing staff to make the necessary arrangements for you prior to discharge.
- If you have been prescribed any medication to take home, you are welcome to make use of our retail pharmacy.





BROADWAY STREET  
CAPE TOWN  
7530

**GPS COORDINATES**  
S 33°54'03.4  
E 18°36'47.6

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[www.mediclinic.co.za](http://www.mediclinic.co.za)

**USEFUL TELEPHONE NUMBERS**

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ER24

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084 124