

PATIENT AND FAMILY GUIDE

Methodist Olive Branch Hospital



MethodistSM
Healthcare
Olive Branch Hospital



The Leapfrog Group awarded Methodist Olive Branch Hospital an "A" grade in safety.
Visit www.methodisthealth.org/leapfrog for more information.

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Welcome from the President



Dear Patient:

We know that a hospital stay is often a stressful time for you and your loved ones. Please know that our primary goal is to ensure that you receive excellent care and have a positive experience.

Our highly skilled physician partners and Associates are dedicated to providing patient- and family-centered care that is rooted in our faith-based healing ministry. We consider patients and families as an active part of the care team, which means we listen, invite questions and encourage you to participate in your care. If there is anything we can do to better serve you or make your stay more comfortable, please don't hesitate to let any of our staff know.

After you are discharged, you may receive a survey by mail, email or text about your experience with us. We greatly value the feedback we receive from our patients and their families and hope that you will take a few minutes to answer their questions.

Thank you for choosing Methodist Olive Branch Hospital. It is our privilege to serve you. If I can ever be of assistance to your or your family, please do not hesitate to call me directly at 662.932.9016.

Sincerely,

David Baytos

David Baytos
President
Methodist Olive Branch Hospital

CAMPUS MAP



WE ARE A TOBACCO-FREE FACILITY

Because we value your health and the health of our patients and Associates, Methodist Le Bonheur Healthcare is an entirely tobacco-free system. Tobacco use is not permitted on the campus of any hospital or Methodist facility, including the parking lot. If you would like information on how to quit smoking or using tobacco, please ask a nurse.



ADVICE FROM OUR NURSES FOR FAMILIES

Having family and friends close by is helpful to both patients and us. You know things about the patient that we don't, and we want to learn from you. Here are a few extra things we'd like you to know:

- < Please introduce yourself. Families can be complicated and big, and communication can be difficult during this stressful time. However, we have an obligation to our patients to respect their privacy. If you are listed as the patient's designated partner in care, please introduce yourself so we know it's OK to share health information about the patient with you. Please also share condition updates with your other family members and help us field these questions.
- < Don't forget to take care of yourself. While it's important for you to be here and be an advocate for your loved one in the hospital, you won't be able to help them if you run yourself down. If you feel the patient would benefit by always having someone at the bedside, try to take shifts with other family members so that you can take a break. It's important for you to take time to rest, eat nutritious meals and take a shower. Your loved one will need you and your energy when they leave the hospital. Don't feel guilty about leaving the patient's bedside! We will call you if you there is a need to update you. Chances are your loved one would want you to take care of yourself.

FRIENDS AND FAMILY

Partners in Care

We encourage our patients to play an active role in their healthcare. One of the ways patients can do this is by choosing a friend or family member to be present and involved in their care during their hospital stay or treatment. The people you choose for this role are called partners in care. Two people can be listed as partners in care in your medical record. This means that they have permission to be present during medical discussions with your doctors and healthcare providers. It also means you are giving us permission to share information with them. You can change the names of partners in care at any time. Information may be shared with other people according to your preferences. Speak to your nurse about who you would like to be involved in your care.

Family and Friends

As an essential part of the care team, partners in care are encouraged to be with patients when possible. Other guests are welcome to visit patient rooms between 8:30 a.m. and 9:00 p.m. After 9:00 p.m. is quiet time in the hospital. While we are flexible to meet the patient's and family's needs, we may ask

to limit the number of guests in a room if safety becomes a concern. If you have questions about guests at the hospital, please ask your nurse or the nursing supervisor.

Family and Friends in the Critical Care Unit

Our critical care unit does not have visiting hours and family and friends are welcome. Because patients in this unit can be very sick and susceptible to infection, we do have special guidelines designed to keep patients safe. Please ask a Critical Care Representative for the latest guidelines on visiting the Critical Care Unit: **662.932.9290**.

Children in the Hospital

Children are welcome in the hospital, but we do have special guidelines for them. Children under 12 should be accompanied by an adult and should check in at the nursing station before entering a patient room. Because children can unknowingly pass along stomach bugs and other illnesses, a nurse may give the child a quick medical screening. If you feel a visit from a small child is needed, visits should be limited to a short period of time.

Prepare Your Child for a Hospital Visit

Children may not understand a loved one's condition or be prepared for what they will see in a patient room. If you would like help preparing your child for a visit, please call the Chaplain: **901.516.7461**.

Help Prevent the Spread of Infections

Keeping hands clean is one of the most important things we can do to prevent infections while in the hospital. These hospital-acquired infections can make a patient much sicker, prolong recovery and increase the length of time patients are in the hospital. Methodist has foam hand sanitizers located throughout the building for your use. Additionally, please remember to wash your hands with soap and water frequently, and ask anyone entering a patient's room to wash their hands.

Photos, Video and Social Media

Patients, staff and guests should not be photographed without their permission. If you would like to share condition updates on the Web, consider using free, privacy-protected websites like

INTERPRETING SERVICES

We provide interpreting services free of charge to patients and their partners in care. To request assistance with interpreting or other language services, ask your nurse or dial "O" and ask to speak with the administrative supervisor.

Services for the Deaf and Hearing Impaired

To ensure effective communication with patients and their family members or companions who are deaf or hard-of-hearing, we provide appropriate auxiliary aids and services, which may include sign language and oral interpreters, video remote interpreting services, note takers, written materials, telephone handset amplifiers, telephones compatible with hearing aids, televisions with captioning or closed caption decoders, and open and closed captioning of most hospital programs. These will be provided free of charge when appropriate. Please ask your nurse or other hospital personnel for assistance. If needed, Methodist Le Bonheur Healthcare will make every effort to provide you with a qualified American Sign Language interpreter, and keep you updated on the status of securing an interpreter on your behalf. If an interpreter is not available, we will provide communication to you in a way you can understand. We will continue to seek American Sign Language interpreters throughout your hospitalization.

TTY Relay Services

Voice Users – Call **9-711** or **800.848.0299**
TTY Users – Call **800.848.0298**

Foreign Language Interpreting Services

Methodist Le Bonheur Healthcare provides for and recommends the use of interpreting services to share medical information with you and the rest of the healthcare team. Please speak to your nurse if you have any questions or concerns about the use of interpreting services.

CarePages.com and CaringBridge.org. Even with privacy settings, Facebook and other social media sites are not considered private. Always keep the patient's privacy in mind. Most people don't feel like they are at their best in the hospital and may not want photos taken.

Personal Items and Valuables

A hospital safe is available for money and valuables. Please call

Security to arrange for storage of items. A written receipt will be given to you. The hospital is not responsible for loss or damage to any money or property outside of what is in the safe and noted on the receipt. This includes personal items such as but not limited to cell phones and electronic devices, dentures, hearing aids, eyeglasses, walkers and other medical equipment brought from home.



YOUR CARE TEAM

Many people will care for you while you're in the hospital, both in a medical capacity and in a supporting role. Our associates are trained to introduce themselves and explain their part in your care when they enter your room. If you do not recognize the person in your room and they fail to introduce themselves and their role in your care, call the nursing station for assistance. Below is a short guide of who's who on your team.

Physician Team

Attending Doctor – The doctor who leads your care.

Consulting Specialty Doctor – Specialized doctor who works with admitting doctor.

Hospitalist – A doctor who works at the hospital and helps coordinate care with your physician and other providers.

Nursing Team

Registered Nurse (RN) – Your primary nurse who coordinates your care at the bedside. You may also receive visits from other nurses such as licensed practical nurses or nurse externs.

Medical Assistants – Assist with your basic daily care and safety needs. He or she helps the nurse by performing various patient care duties, such as changing bed linens or assisting you to the restroom.

Nursing Leader – Clinical Directors and Patient Care Coordinators (PCC) supervise daily care in the unit. If you have any questions or concerns during your stay, ask to see your PCC.

Other Medical Professionals

Radiology – Performs your X-ray, scans and various other procedures.

Laboratory – A phlebotomist from the lab may come to draw blood for testing.

Pharmacists – Review and assist with your medications.

Dietitians – Provide specialized meal plans and education.

Therapy Team

Occupational Therapy – Helps patients return to the activities of daily living.

Physical Therapy – Helps with strengthening and conditioning.

Respiratory Therapy – Delivers breathing treatments and respiratory care.

Speech Therapy – Helps patients with swallowing and speaking.

Care Coordination Team

Case Manager – Helps to coordinate your care and discharge plans throughout your hospital stay. Case managers work closely with nurses and social workers to ensure that you are receiving the level of care you need.

Social Workers – Can be reached 24 hours a day to support you and your family during your illness. They may also help with plans for home care services after you leave the hospital and can help you find community resources.

Patient Advocate – Represents the patient's needs. Should you have any problem or concerns with the care you are receiving, please let the patient advocate know.

CAREGIVER IDENTIFICATION GUIDE



NURSES
REGISTERED NURSE,
LICENSED PRACTICAL
NURSE, SURGERY



**UNIT
COORDINATORS/
SECRETARIES**



**PATIENT
TRANSPORT**



**NURSING
ASSISTANTS
EKG TECHS**



**RESPIRATORY
THERAPY**



**REHAB
SERVICES
LABORATORY**



**RADIOLOGY
RADIOLOGY TECHNOLOGISTS
GI LAB
CARDIOVASCULAR
SERVICES**



**CASE
MANAGEMENT**



**MATERIAL
SERVICES**



PHARMACY



DIETITIANS



**ENVIRONMENTAL
SERVICES**



PHLEBOTOMISTS

Other Support
**Environmental Services/
Housekeeping** – Keep your room and bathroom clean and visit twice each day.

Food Service Professionals – Take your meal orders and deliver your food trays throughout the day.

Transporters – Take you to and from tests and procedures.

Patient Access Representatives – Check you into the hospital and enter insurance information.

Chaplains – Chaplains from many faith backgrounds provide spiritual support including counseling and sacramental ministry.

Interpreters – Provide translation services.

Volunteers – Help family and friends visiting the hospital and keep up with a library of reading materials.



YOUR ROOM

All patient rooms are private and most can accommodate a family member to spend the night. Please let a staff member know if we can make you more comfortable.

Bed Controls

If you would like your bed adjusted, the controls are located on the side rail of the bed.

Food and Dining

Food Services will come three times each day and take your order and bring breakfast, lunch and dinner. At this time, we are unable to provide trays for family members, but guests are welcome to bring in food and drinks. Please be courteous to sick patients since the aroma of some foods may nauseate those who do not feel well. Cafeteria seating is available for those bringing in food. For Dining Room hours and options, see page 9.

Fresh Towels and Bed Linens

Please call the nurse if you need clean towels or the sheets on your bed changed. The nursing staff will make up your bed.

Housekeeping/Environmental Services

The Environmental Services department cleans your room each day, using disposable cleaning cloths and microfiber wet mops. Please call us if your room needs servicing. The nursing staff will change your sheets as needed.

Maintenance

If something is malfunctioning in your room, such as a light or the TV, please call Facility Services for assistance.

Nurse Call

If you need to contact your nurse, use the bed control device to do so. This will direct you to a unit coordinator who will send your request to the appropriate person. Most patients are visited hourly by a nurse or medical assistant, except when you are asleep. Ask your nurse if you can expect a visit each hour.

Telephones

Telephones are available in each patient room. Dial “9” to get an outside line. Dial “0” to reach a hospital operator for help with any services or to be transferred to a long distance carrier. Long distance calls may not be charged to the room. Cell phones may be used in the hospital, but please be mindful of disturbing other patients or families around you. A Telephone Device for the Deaf (TDD) is available for patients and parents who are hearing impaired. Ask a member of your healthcare team about this device.

Television

Television service is free and includes all local stations plus some cable stations. A channel guide is provided in this book.

White Boards

The white board in your room lists contact names and phone numbers for your healthcare team and information about your health goals and plans. If you have questions for your healthcare team, you may write them on the board using the dry erase marker.



ADVICE FROM OUR NURSES FOR PARTNERS IN CARE

- < If you are a Partner in Care (one of the two contacts listed in the patient's medical record), be sure to introduce yourself to the medical team.
- < Keep other family members and friends informed of the patient's progress according to the patient's wishes.
- < Some patients may need your help controlling and limiting time spent with concerned visitors. They may not feel up to talking or prefer for people not to see them when they're not at their best.
- < Help us keep your loved one comfortable. Ask them if they would like toiletries brought from home. Depending on the patient's condition, they may need help with things like brushing teeth, washing their face, or applying lotion or ChapStick. All of these things make a big difference in making people feel good. Ask a nurse to show you how to do these things if you're not sure how to work around equipment or tubes.
- < Assist with communicating the patient's needs and concerns to physicians and staff.
- < Don't be afraid to speak up and ask questions if there are things about the patient's care (medications, tests, etc.) that are not clear.
- < Help provide an extra set of eyes. You know things about the patient that we don't. If something doesn't seem right about your loved one, call it to the attention of the doctor or nurses. Ask the patient if they would like your help and input as they work with doctors and nurses on decisions about their treatment plan and follow up care. Most patients need help from friends and family as they recover and we want to make sure we work together to design a plan that is achievable.
- < Take care of yourself! Both you and your loved one need rest, quiet time and nutrition. Poor nutrition and lack of sleep will make you weak, able to think less clearly and feel the effect of stress more strongly.
- < When you leave the hospital to take a break, give the nurse your contact information or make sure it's on the whiteboard in the room. Jot down the nurses' station phone number and put it in your wallet. Write down the name and contact number of your loved one's attending physician.

BE INVOLVED IN YOUR CARE

Multiple studies have shown that patients who are involved in their care, or whose loved ones take an active role in their care, heal better and have better outcomes. Here are some things you and your family can do to be involved.

Know Your Rights and Responsibilities

Take a moment to read the patient rights and responsibilities section in this guide. It describes your rights as a patient receiving care as well as your responsibilities as an active participant in your care.

Participate in Medical Rounds

Rounding is when the doctor comes to check on your progress at the bedside. He or she will review your chart and speak with the nurses about your prognosis. This is the best time to get your questions answered. Because each doctor's schedule is different, they round at different times during the day. Ask your bedside nurse when he or she is expecting the doctor to round at the hospital. It's often helpful to write down questions you may have so

that you don't leave anything out. If you are a family member who has questions and are unable to be at the hospital when the doctor rounds, write your questions down and let the nurse know they are there. The nurse can work with the doctor to get them answered.

Medical Records

If you would like to request a copy of your medical record at any time, please call Health Information Management at **901.516.8425**.

Hospital Safety

We are proud to be accredited by DNV GL for demonstrating we meet or exceed patient safety standards set forth by the U.S. Centers for Medicare and Medicaid Services.

Nurse Shift Change at the Bedside

Additional communication opportunities are available during shift change. The nurse that is leaving will review your chart in your room with the nurse beginning the next shift. Ask your nurse what time shift change takes place. You and your family will be given an opportunity to participate and ask questions.

Ask Questions

Sometimes it's hard to know what questions to ask. Here are some example questions.

Questions to Ask the Nurse

The nurse has the benefit of being at the bedside for an extended period of time. He or she can usually answer questions about the patient's comfort and response to certain therapies. Here are some questions that should generally be asked of the nurse:

- Q. Who are the doctors on my team?
- Q. Which doctor is in charge?
- Q. Is there anything in the treatment plan for the day that may be painful or uncomfortable?
- Q. If so, have medications been ordered to prevent this?
- Q. If you are not in the room, how do I call for help?
- Q. How quickly should I expect someone to respond to the call?
- Q. Can you explain to me what the doctor said?
- Q. Will you explain what all the lines, tubes and equipment are and what they do?

Q. What can I do to help?

Q. If my family member can't stay with me, how will you get in touch with them? What if something urgent happens?

Questions to Ask the Doctor

Here are some commonly asked questions to ask your physicians:

- Q. What is wrong with me? What is my primary diagnosis?
- Q. Can it be cured?
- Q. How will this condition affect my quality of life?
- Q. What is the treatment plan?
- Q. When do you usually see a response?
- Q. What changes will you watch for as a response to the therapy?
- Q. What are the risks of the therapy and/or medications?
- Q. What can I expect about experiencing and controlling pain?
- Q. Will I receive the medications that I was taking at home?

ADVICE FROM OUR FAMILY PARTNERS

- < Ask for an introduction of any team member that you do not know. Ask them to explain their role in your care.
- < NEVER be embarrassed or intimidated to ask, “what do you mean?” When you are worried and sleep-deprived, it is very difficult to understand much of what is said to you. Ask them to explain any medical word and test result that you don’t understand.
- < Make sure that the doctors are speaking to you and your loved one and ask the questions you think the patient might want to ask but is too shy to speak up.
- < Begin asking questions about the patient’s discharge early. It is very important to plan ahead.
- < Most healthcare providers assume someone else is answering all of your questions – so don’t be afraid to ask for answers.



DISCHARGE INFORMATION

Discharge from the hospital happens when symptoms stabilize and further care can be provided in another setting as you continue your recovery. Depending on your medical progress and your doctor’s orders, you may discharge to:

- < Go home with support of family or friends.
- < Go home with outside support – such as home health, hospice or outpatient treatments.
- < Transfer to a rehabilitation or nursing home skilled facility.
- < Transfer to another type of specialty hospital.

Advances in medical care have shortened hospital stays for patients. Most patients only stay in the hospital a few days. Medicare and insurance companies expect patients to be discharged or transferred to another level of care as soon as they are medically stable. When possible, discharged patients leave before noon.

Help us Design a Discharge Plan That Works for You

Please tell us your discharge needs or concerns as early as possible. The questions below may help identify the areas where you will need help.

- < Do you plan to return to where you were living before you came to the hospital?
- < Do you have friends or family members that will be able to help you after discharge?
- < Are you currently able to get around your home without difficulty?
- < Do you have problems getting or taking your medication?
- < Do you have new medications and do you understand their side effects?
- < What medical supplies or equipment do you use at home? Do you need supplies or equipment?
- < Do you see a doctor regularly? Do you have a ride to doctor appointments?
- < Does your health limit your ability to do your day-to-day activities (bathe, cook, dress, etc.)?

- < Do you have questions about your disease/illness and how to manage your care when you leave the hospital?
- < What most worries you about leaving the hospital?

Get Help

We encourage your participation to make the transition out of the hospital a smooth one. Please ask to see your case manager or social worker if you have discharge questions and concerns, and talk to your doctors and nurses about discharge plans. We want your discharge to be safe, appropriate and timely. We are here to assist, so let us know how we can help.



ADVICE FROM OUR NURSES

Loved ones who plan to help the patient recover at home should spend time at the hospital to learn how to help. If there are special care needs like changing dressings or giving shots, you will need time to learn about this and practice with the help of the nurses.



Patient- and Family-Centered care means: We are respectful. We listen carefully. We share information about your condition in a way you can understand. We encourage you to participate in care.

HELPFUL INFORMATION

Concerns about Your Care

A patient advocate is available to discuss any issues or concerns you may have regarding your care.

If you feel that we were not able to resolve or address your concern, you may file your concern with one of the following agencies:

Mississippi Department of Health
Health Care Facilities Hotline: **800.227.7308**
Hospital's Accreditation Organization
DNV GL-Healthcare Hotline: **866.496.9647**
KEPRO Medicare Beneficiary Helpline: **844.430.9504**

Your Experience Matters

Methodist Le Bonheur Healthcare participates in the Hospital Consumer Assessment of Healthcare Providers and Systems Survey. This nationally standardized survey captures patients' perspectives of their hospital care and experience. After you leave the hospital, you may receive a survey asking specific questions about your experience with us. Please take a few minutes and let us know how we cared for you and your family during your stay. Comments made and the scores you give us are not only shared with the staff caring for you today, but overall scores are reported nationally for all hospitals on www.hospitalcompare.hhs.gov.

Hospice and Home Care

Methodist Hospice can provide compassionate care and services for your loved one in a variety of settings including home, assisted living, nursing home or our hospice residence. Services are available to anyone who has been diagnosed with a terminal illness and has elected comfort care. For more information, a member of our Methodist Hospice team is available by calling **901.516.1600**.

Methodist Home Health is available for homebound individuals transitioning from a hospital stay back to the home environment. Our Home Health team teaches caretakers how to care for a loved one and provides necessary assistance during this transitional period. For information on Methodist Home Health, our team is available by calling **901.516.1800**.

Advance Directives

Advance directives are legal documents that allow you to communicate your healthcare decisions to family, friends and healthcare professionals should you be unable to express your wishes. Our chaplains can provide materials and counseling on options to consider. Your nurse can page the chaplain for you.

Organ and Tissue Donation

Being an organ or tissue donor is a generous and oftentimes life-saving decision. In the event that a patient could be a candidate for donation, Methodist is required by law to discuss options with the family. We are committed to honoring our patients' wishes first and foremost. If you have general questions about organ and tissue donation, please talk to your nurse.

Ethics Consultation

The Ethics Consultation Team may serve as a resource to you in addressing conflicts about your care and end-of-life issues. Comprised of physicians, nurses, chaplains and other support staff, the Ethics Team is available 24 hours a day to provide counseling and advice on patient care. The consultation may be initiated by anyone directly involved with the care of the patient, including the patient or family. An ethics team consultation does not interfere with the decision-making relationship between physicians and patients and family, but it can enhance understanding of the overall decision-making process. Please contact your nurse with any questions about the Ethics Consultation Team or to arrange a meeting with a team member.

Price Estimator Tool

The price estimator tool helps empower patients to be better educated on their healthcare decisions. It provides patients with an accurate estimate of their financial responsibility for commonly provided medical services, such as laboratory services, MRIs, physical therapy and others. Using the online tool, estimated costs can be calculated for both insured and uninsured patients. The price estimator uses common procedures we provide, insurance carriers' contracted rates and real-time insurance benefits to provide a good faith estimate of out-of-pocket expenses. Complications, add-on services and final diagnosis, all which can impact the patient responsibility, cannot be predicted by the price estimator. By offering this tool, we are ensuring our compliance in federally mandated price transparency and fulfilling our promise to patients to always be transparent. To access the tool, or for more information, visit www.methodisthealth.org/estimator.

Ways to Help

Patient and Family Partner Councils

We are committed to equal partnerships with our patients and their families to create a truly special care environment. That means we are respectful, listen carefully to you and your family when you are a patient,

and share information about your condition in a way you can understand. We collaborate with you and your family after your care experience with us. Patient and family partners guide and enlighten us in important ways. Advisors are needed to partner with us to help ensure that we create and maintain a patient- and family-centered environment. We are searching for people who have had recent personal experiences with us as patients. We are looking for patients and families who have had both positive experiences as well as those that could have been better. This helps us learn how to improve. For more information on becoming a Patient and Family Partner and how you can get involved, please contact administration at **662.932.9021**.

Methodist Healthcare Foundation

Methodist Healthcare Foundation, the philanthropic arm of Methodist Healthcare, raises and manages charitable funds to support the mission and vision of Methodist Healthcare.

Gifts made to the foundation help to improve and enhance patient care services, fund new research, support clinical initiatives and provide much needed capital support. To learn more about our various funds and how we help our hospitals and community, visit us online at www.methodisthealth.org/give or call **901.478.0704**.

Volunteer

Hospital volunteers encourage the healing process and dramatically affect the lives of our patients. If you're interested in learning how you can help touch the lives of people in your community through Methodist Healthcare, visit us online at www.methodisthealth.org/volunteer or call **901.516.7481**.

PATIENT RIGHTS

As a patient, you have the right to:

- › Healthcare services provided without discrimination based on age, race, ethnicity, religion, culture, language, physical or mental disability, socioeconomic status, sex, sexual orientation and gender identity or expression.
- › Receive beneficiary notices of non-coverage and the right to appeal premature discharge through the Medicare Important Message and to receive notice of status as observation through the Medicare Outpatient Observation Notice.
- › Participate in developing your plan of care, and to request or refuse treatment.
- › Designate a representative and for that person to participate in plan of care development if necessary due to circumstances.
- › Have family and/or your personal physician notified of your admission if you wish.
- › Personal privacy.
- › Safety with freedom from all forms of abuse or harassment.
- › Confidentiality of your medical records as required by HIPAA.
- › Access to your own medical records by requesting access through Health Information Management or through the Patient Portal.
- › Have your pain managed.
- › Be visited by your family or other individuals you identify, except if visitation is limited due to COVID or other infectious outbreaks.
- › Formulate Advance Directives and have staff and providers comply with your wishes as required in state or federal law.
- › Communicate with you and/or your representative in the language or format that you and/or your representative understand. The hospital will provide competent interpreters if you do not speak English or provide other communication aides for you if you are deaf, blind or otherwise impaired.
- › Have informed written consent prior to medical or surgical care being provided, except in medical emergencies. The consent will explain risks, benefits and alternatives for high- risk procedures, sedation or participation in research projects.
- › Be free from physical or mental abuse and freedom from restraint or seclusion that is not medically necessary.
- › Express concerns about your care without fear of those concerns interfering in your care. These concerns, complaints or grievances can be expressed to the patient advocate or a member of the administrative team.
- › Contact one of the following agencies to express your concerns if we were not able to resolve or address your concerns:

Mississippi Department of Healthcare Facilities – 800.227.7308

Hospital's Accrediting Organization – DNV GL-Healthcare Hotline – 866.496.9647



PATIENT RESPONSIBILITIES

As a patient, it is your responsibility to:

Share important information with your caregivers.

- › Provide complete and accurate information about your health and medical history as requested.
- › Inform your care team of changes in your condition or symptoms, including pain.
- › Notify us immediately if you have any safety concerns.
- › Speak up if you are not happy with your care.

Ask questions about your care, treatment and medical services and follow your provider's instructions.

Make arrangements for timely payment of your bill.

Follow the hospital's rules and regulations.

- › Take an active role in planning your care and do your part of the plan.
- › Send home all personal valuables whenever possible, or use the hospital safe provided by Security.
- › Arrange for proper storage of personal items such as dentures, glasses and hearing aids when not in use or when removed for procedures.
- › Follow the no smoking policy.

Show respect and consideration for your care team and for other patients and families in the hospital.

PATIENT JOURNAL

Physician Team Information

Physician	Specialty	Contact Information	Comments

Nursing Team Information

Date	Name & Title (RN, LPN, etc.)	Job (Charge Nurse, Bedside Nurse, Aid, etc.)	Shift (Daytime, Evening, Night)	Comments/Contact Info

Tests & Procedures

Date/ Time	Test/Procedure	Who ordered it?	Why?	Results/Comments

PATIENT & FAMILY COMMUNICATION TOOL

You may keep this sheet with you as a reminder of questions to ask the doctor. You may also request that it be placed in the patient’s chart for the doctor to read if you are not in the room when the doctor visits.

Date: _____

Patient: _____

I have the following questions:

1. _____

2. _____

3. _____

4. _____

5. _____

Name: _____ Relationship with patient: _____

If needed, complete below:

I would like to be called at your convenience:

My number is: _____



PHONE NUMBERS

Helpful Numbers for Methodist Olive Branch Hospital

Information/Main Number	662.932.9000
Administration.....	662.932.9016
Billing	901.516.1000
Chaplain	662.932.9011
Dining.....	662.932.9183
Environmental Services/Housekeeping.....	662.932.9193
Medical Records	662.932.9170
Patient Advocate.....	662.932.9021
Security.....	662.932.9007
Social Work/Case Management.....	662.932.9150
Volunteer Services.....	901.516.7481

TV CHANNEL GUIDE

CHANNEL	STATION	CHANNEL	STATION	CHANNEL	STATION
2	FOX - WHBQ	11	Lifetime Movie Network	30	Galavision
3	PBS WKNO	15	Nickelodeon	31	Hallmark Channel
4	CW - WLMT	12	TBS	32	History
5	NBC - WMC	13	USA	33	Hope Channel
6	ABC - WPTY	20	AMC	34	ION Television
7	CBS - WREG	21	Animal Planet	35	Jewish Life TV
8	A&E	22	Bravo	36	MSNBC
9	ABC Family	23	Cartoon Network	37	National Geographic
16	CNN	24	CNBC	38	Nick Jr.
17	Discovery	25	Daystar	39	TLC
14	Disney Channel East	26	Disney Jr.	40	TNT
18	ESPN	27	ESPNews	41	Travel Channel
19	ESPN2	28	EWTN	42	Univision
10	FX	29	Food Network	43	The Weather Channel

myMethodist

is an online health management tool for patients.



Signing up is simple!

1. Provide us with your email address when you check in at the hospital.
2. Check your email to see the link to activate your account.
3. Click on the link to activate your account.
4. Follow the steps outlined in the email.
5. Start using your secure account.

Or visit mymethodist.iqhealth.com/self-enroll and complete the form. Once you activate your account, simply visit www.methodisthealth.org/login to see your information.

With myMethodist, you can:

- See information from your stay at Methodist
- View your at-home care instructions
- View lab results from your hospital stay within 36 hours
- See medicines your doctors want you to take
- See the dates & times for your doctors' appointments
- Request to reschedule or cancel an upcoming appointment
- Request medical records



Notice About Nondiscrimination and Accessibility Requirements

DISCRIMINATION IS AGAINST THE LAW

Methodist Le Bonheur Healthcare (“MLH”) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. MLH does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

In addition, MLH:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact MLH’s Civil Rights Coordinator, Loretta M. Hinton, MLH Chief Compliance Officer, whose contact information appears below.

If you believe that MLH has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with the Civil Rights Coordinator at:

Loretta M. Hinton, Chief Compliance Officer
Methodist Le Bonheur Healthcare
1211 Union Avenue, Suite 700
Memphis, TN 38104
Telephone: 901-478-0553
Email: Loretta.hinton@mlh.org

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, DC 20201

Telephone: 1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Effective October 14, 2016

INTERPRETATION SERVICES NOTIFICATION

This facility provides interpretation services free of charge for Limited English Proficient patients.

English Source Text: Do you speak [language]? We will provide an interpreter at no personal cost to you.

<div><div>Albanian Shqip</div><div>Flisni shqip? Ne do t'ju sigurojm një përkthyes pa asnjë kosto personale për ju.</div></div>	<div><div>Lao</div><div>ເຈົ້າເວົ້າພາສາລາວບໍ່? ພວກເຮົາຈະຈັດຜູ້ແປພາສາໃຫ້ໂດຍທີ່ທ່ານບໍ່ຕ້ອງເສຍຄ່າ.</div></div>
<div><div>Arabic</div><div>هل تتحدث اللغة العربية؟ سوف نوفر لك مترجماً فورياً بدون أي تكلفة عليك.</div></div>	<div><div>Mandarin 中文</div><div>您讲国语吗？我们将免费为您提供翻译。</div></div>
<div><div>Cambodian ភាសាខ្មែរ</div><div>តើអ្នកនិយាយភាសាខ្មែរដែរទេ? យើងខ្ញុំនឹងផ្តល់ជូនអ្នកបកប្រែភាសាដោយឥតគិតថ្លៃផ្ទាល់ខ្លួនដល់អ្នក។</div></div>	<div><div>Nepali नेपाली</div><div>तपाईं नेपाली बोल्नुहुन्छ? हामी तपाईंको लागि निःशुल्क रूपमा दोभाषे उपलब्ध गराउने छौं।</div></div>
<div><div>Cantonese 粵語</div><div>您講粵語嗎？我們將免費為您提供翻譯。</div></div>	<div><div>Portuguese Português</div><div>Fala português? Vamos facultar-lhe um intérprete, sem custos para si.</div></div>
<div><div>Choctaw Chahta</div><div>Chahta ish anumpuli yo? Tosholi ya peh pillá ho e chim atahla hinla.</div></div>	<div><div>Punjabi ਪੰਜਾਬੀ</div><div>ਕੀ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ? ਅਸੀਂ ਤੁਹਾਡੇ ਲਈ ਬਿਨਾਂ ਕਿਸੇ ਨਿੱਜੀ ਲਾਗਤ ਦੇ ਇੱਕ ਦੁਭਾਸ਼ੀਆ ਉਪਲਬਧ ਕਰਾਂਗੇ।</div></div>
<div><div>Farsi</div><div>فارسی صحبت می کنید؟ یک مترجم شفاهی رایگان در اختیار شما قرار خواهیم داد.</div></div>	<div><div>Quiche K'iche'</div><div>¿Kach'aw pa K'iche'? Kaqaya' jun q'axel tzij chi awech xa k'u man t'ojtal taj.</div></div>
<div><div>French Français</div><div>Parlez-vous français ? Nous vous fournissons gratuitement un interprète.</div></div>	<div><div>Romanian Română</div><div>Vorbiți românește? Vă vom asigura gratis un interpret.</div></div>
<div><div>French Creole</div><div>Èske ou pale Kreyòl Ayisyen? N ap ba ou yon entèprèt gratis.</div></div>	<div><div>Russian Русский</div><div>Вы говорите по-русски? Мы абсолютно бесплатно предоставим вам переводчика.</div></div>
<div><div>German Deutsch</div><div>Sprechen Sie Deutsch? Wir stellen Ihnen unentgeltlich einen Dolmetscher zur Verfügung.</div></div>	<div><div>Somali Af Soomaali</div><div>Ma ku hadashaa Af Soomaali? Waxaan kuu helaynaa tarjumaan bilaa lacag ah.</div></div>
<div><div>Gujarati ગુજરાતી</div><div>તમે ગુજરાતી બોલો છો? અમે ઇન્ટરપ્રીટર દ્વારા (ચિથો પૂરો પાડીશું. જેનો ખર્ચ તમારે ઉપાડવાનો રહેશે નહીં.</div></div>	<div><div>Spanish Español</div><div>¿Habla español? Le proporcionaremos un intérprete sin costo alguno para usted.</div></div>
<div><div>Hindi हिन्दी</div><div>क्या आप हिन्दी बोलते हैं? हम आपके लिए बिना किसी निजी लागत के एक दुभाषिया को उपलब्ध कराएँगे।</div></div>	<div><div>Sudanic/ Fulfulde/ Fulani</div><div>A don wolwa Fulfulde? Min kebante passiroowo naa maa a yobii.</div></div>
<div><div>Italian Italiano</div><div>Parla italiano? Le forniremo gratuitamente un interprete.</div></div>	<div><div>Tagalog Tagalog</div><div>Nakapagsasalita ka ba ng Tagalog? Magbibigay kami ng tagasalin nang wala kang personal na babayaran.</div></div>
<div><div>Japanese 日本語</div><div>日本語を話しますか？個人的な負担なしで通訳を提供致します。</div></div>	<div><div>Turkish Türkçe</div><div>Türkçe konuşuyor musunuz? Şahsınıza ait hiçbir masraf olmadan size bir tercüman temin edeceğiz.</div></div>
<div><div>Korean 한국어</div><div>한국어를 사용하십니까? 무료로 통역 서비스를 제공해 드리겠습니다.</div></div>	<div><div>Vietnamese Tiếng Việt</div><div>Quý vị nói được tiếng Việt không? Chúng tôi sẽ cung cấp một thông dịch viên miễn phí cho quý vị.</div></div>



Courtesy of CyraCom, LLC.

OUR MISSION

To enhance your health and well-being through high-quality, innovative and compassionate care.

OUR VISION

Methodist Le Bonheur Healthcare will be nationally recognized for excellence in clinical quality, patient safety, and compassionate care to improve every life we touch.

SERVICE

Patients and families are at the heart of all we do.



OUR VALUES AND GUIDING BEHAVIORS

Quality **SERVICE**
integrity
Teamwork *innovation*

QUALITY

We consistently provide the highest quality of care through safe, proven practices.



INTEGRITY

We accept and honor the trust placed in us through our faith-based mission.



TEAMWORK

Together we are better.



INNOVATION

We are a learning organization and embrace new ways to get better results.



MethodistSM
Healthcare
Olive Branch Hospital