We want to assure you that everyone at Holmes Hospital is dedicated to doing all in their power to make you comfortable and to speed your recovery.

Any time you have questions or we can be of service to you, do not hesitate to call on any of us. Remember, this hospital exists for you, and we are here to serve you.

May your recovery be rapid and your stay at Holmes Hospital as pleasant as possible.

The Christian R. Holmes Hospital
HISTORICAL INFORMATION

The Christian R. Holmes Hospital was built and equipped through private philanthropy as a memorial to Christian R. Holmes, M.D., Dean of the College of Medicine of the University of Cincinnati from 1914 to 1920. The hospital was established to make it possible for the full-time faculty of the College of Medicine, who are prevented from the usual type of private practice by academic responsibilities, to give excellent medical and surgical care to a limited number of private adult patients. The hospital admitted its first patient on May 27, 1929. Since the terms of the gift which established the hospital made it a wholly owned unit of the University of Cincinnati, the Board of Directors of the University is the final authority in all matters pertaining to the hospital.
ADMISSION PROCEDURE

The patient is admitted upon the request of a physician. The physician requests the Admitting Office to reserve the kind of accommodation the patient needs or may prefer and the preferred date for admission. Every effort is made to give the patients their preference in these matters; however, because of limited space, this is not always possible. A patient scheduled for admission is informed by the Admitting Office or by their physician the hour to arrive at the hospital. Hours for admission, except for emergencies, are 1:00 to 4:00 P.M.

The Christian R. Holmes Hospital is not a member of Blue Cross of Southwest Ohio. Insurance assignments should be discussed with the Admitting Office not later than the date of admission. Previous open balances must be cleared prior to readmission.

All information given in the Admitting Office or in any other department of the hospital is held in strict confidence.

MEDICAL HOUSE STAFF

Since this is a university hospital, your physician is assisted in caring for you by resident physicians, interns and medical students of the University of Cincinnati Medical Center. Frequently your welfare will depend on these young men and women when your own physician is away from the hospital.

In order to render this care, it is the responsibility of the House Staff to be thoroughly familiar with your medical or surgical problem, through a complete medical history and physical examination, and through follow-up visits made daily or more frequently, when necessary.

You will find these young physicians interested and attentive to your medical needs. They, in turn, learn how to render the best of medical care by observing how your physician, their instructor, manages your problem.
SPECIAL NURSES

The attending physician or the head nurse will, on request, assist in securing private duty nurses for the patient through the Nursing Office. In providing this service, the hospital acts as an agent only. The patient, or his family, pays the charges for special nursing directly to the nurse, not to the hospital.

INTENSIVE CARE UNIT

Patients are transferred to the Intensive Care Unit only under direction of their attending physician.

Visiting privileges are limited to the immediate family. Two members may visit for 15 minutes every 2 hours, between 9:30 AM and 8:30 PM. Visitors for this Unit shall wait in the Fourth Floor Visitors Lounge.

One member of the immediate family will be designated to be notified of patient's condition daily. Their phone number shall be attached to patient's chart.

Personal belongings will not be kept in this Unit.

PERSONAL PROPERTY

Patients should bring to the hospital only essential personal articles. They include dressing robe, house shoes, and toiletries, such as comb and hair brush, toothpaste and brush, and shaving or cosmetic supplies. Gowns are furnished by the hospital. If the patient prefers their own sleeping garments, they may use them, but they must assume responsibility for laundering.

The hospital cannot be responsible for clothing, money, or other valuables kept in the patient's room. It is recommended that as many such items as possible be sent home, and that all money and other valuables kept at the hospital be placed in the vault provided for the convenience of patients.
In the event a patient is transferred to the Intensive Care Unit, the vacated room will be assigned to another patient, hence, all personal belongings will be removed from patient's room.

**PAYMENT OF HOSPITAL BILL**

Itemized bills are presented weekly and are payable upon presentation. All balances remaining at the time of dismissal from the hospital must be paid at that time. Duplicates of the bill will be furnished upon request.

If charges that the patient does not understand appear on the bill, he should ask the Business Office for clarification. The Business Office is open Monday through Saturday from 8:30 A.M. to 5:00 P.M. and Sunday from 10:00 A.M. to 2:00 P.M.

Every effort is made to render a complete final bill when the patient is discharged from the hospital. However, late charges are sometimes received and billed after the patient has left the hospital and sent to their home or office address.

**VISITORS**

Visitors are welcome unless restricted by medical condition. Visiting hours are 8:00 A.M. until 8:30 P.M. No more than two visitors at a time are permitted in the room. They must leave the room when the patient is receiving attention from medical or nursing personnel.

In order to see a patient before going to the Operating Room, visitors should arrive one hour before the time scheduled for surgery.

Neither relatives nor friends are permitted in the Operating Room or the Recovery Room with the patient; nor are they permitted to remain in patient's room overnight.

For Visiting privileges in the Intensive Care Unit, see section pertaining to that Unit.
Children under 14 years of age are not permitted on floors of the hospital where there are patients. This is a ruling of the Board of Health.

Children should not be left unattended in the lobby.

No pets of any kind are allowed in the hospital.

**PARKING FACILITIES**

Visitors and out patients are permitted to park on the hospital lot at the current rate; however, the hospital assumes no responsibility for the vehicles. Parking facilities are very limited. Automobiles must not be left in the lot overnight; therefore, patients must make other arrangements for their car prior to admission.

**CLERGY**

Clergy are welcome to visit at any time, and, on request, the hospital will call the clergy for the patient. Church affiliation cards are available in the Admitting Office.

**SMOKING**

The hospital reminds the patients and their visitors of the following city ordinances:

1. It is unlawful to smoke in elevators.
2. Careless or wanton conduct in smoking which results in damage to hospital property will subject the patients to a charge on their bill.
3. Safety rules must be observed.

As protective measures, the patient and the visitor are cautioned to use ash trays and to refrain from throwing cigarette butts in wastebaskets or on the floor.

Depending upon medical condition, patients may be refused permission to smoke or be required to have someone in attendance while smoking.
TELEPHONES

Pay telephones are located in waiting rooms throughout the hospital.

Private telephones are in all patient rooms and will be connected upon request. The extra charge for this service is payable to the hospital.

Long distance calls must be charged to your home telephone number, telephone credit card, or collect.

Dial the Operator “O” to place your long distance call.

TELEVISION AND RADIO

To make your stay in the hospital as pleasant as possible, Bigner Television, Inc., through the cooperation of Holmes Hospital, offers you a rental service of remote television with a bedside control and speaker. For this service you may fill out a request slip in the Admitting Office. Bigner will bill you directly.

The hospital does not permit the use of personal television sets unless the set is equipped with a pillow speaker so other patients will not be disturbed. The patient must also show proof of fire and personal liability insurance which cover any hazards which might be created by this equipment. The hospital assumes no responsibility for the television set or radio which you bring with you.

To avoid disturbing other patients the use of all television sets and radios is restricted to the hours between 7:00 A.M. and 10:00 P.M. Please be considerate of others by consistently keeping the volume at a low level.

NEWSPAPERS

Newspapers are delivered on order and the charges appear on the patient’s hospital bill.

MAIL

Mail is delivered to the hospital in the morning and is distributed as soon there-
after as possible. Packages, telegrams, flowers, and Special Delivery items are delivered to the patient as they arrive at the hospital.

Mail directed to patients in ICU will be held in the Mail Room until patient is transferred to regular patient unit, or it is picked up by the family.

Any floor nurse will mail outgoing mail for the patient.

Stamps may be purchased from the stamp machine in the main lobby.

**DIETARY SERVICE**

The physician prescribes the patient's diet. Therefore, the patient is not served in the cafeteria, and he should not, without the physician's approval, eat food brought him from outside the hospital.

Visitors may eat in the cafeteria during the following hours:

- 7:00 A.M. to 10:30 A.M.
- 1:00 P.M. to 1:45 P.M.
- 4:30 P.M. to 6:15 P.M.

Food may not be taken from the cafeteria. Visitors may be served guest trays in the patient's room. The orders for the trays should be placed by the head nurse on the floor at least an hour before serving time.

**LEAVING THE HOSPITAL**

The patient must be dismissed from the hospital by the attending physician, and must leave the room by 11:00 A.M., or be charged for another day. Please allow at least one half hour for the bill to be prepared.

The room should be carefully checked for personal belongings.

The hospital strives continuously to improve its services. To this end, the administration invites constructive comments and suggestions.
A FINAL WORD
The Holmes Hospital, through its entire personnel and physical facilities, contributes to the comfort and health of thousands of persons — directly to patients and indirectly to their families and friends. Since its completion, it has been maintained entirely by revenues from patients and by private philanthropy. The hospital has never received any contribution from tax sources. Established through gifts, the hospital has been improved and expanded by additional contributions. The maintenance and improvement of its services are dependent upon the continued support of patients and patrons.

We hope that you will include Holmes Hospital in your philanthropic contributions.