

Skilled Nursing Facility, Inpatient Rehab and Long-term Acute Care Documentation Expectations



Initial requests: Fax all requested admission information to 855-662-7973.

Weekly updates: Fax all requested information to 855-662-7969.

Postacute department phone number: 800-887-9733

Admission	<ul style="list-style-type: none"> • HealthSpring prior authorization initial request form • Admit orders • Medication list • Hospital discharge summary • Therapy evaluations
Weekly updates	<p>Therapy services</p> <ul style="list-style-type: none"> • Level of function update for all applicable disciplines: Physical therapy, occupational therapy or speech therapy • Nursing notes <p>Nursing services</p> <ul style="list-style-type: none"> • Nursing notes documenting adverse events <ul style="list-style-type: none"> – Most recent vital signs – Provider orders since last report period <p>The following nursing documentation, if applicable:</p> <ul style="list-style-type: none"> • Wound notes <ul style="list-style-type: none"> – Location, measurements, appearance, dressing – Member or caregiver education for home maintenance • Tube feeding <ul style="list-style-type: none"> – Rate, tolerance, intake and output – Member or caregiver education for home maintenance • IV therapy <ul style="list-style-type: none"> – Medication, rate, any reactions, access site assessment – Member or caregiver education for home maintenance
Discharge	<ul style="list-style-type: none"> • Identify member's primary care physician using one of these options: <ul style="list-style-type: none"> – Check online web portal – Call provider services at 800-230-6138 – Schedule member's follow-up visit with their PCP prior to discharge* – Check member's ID card • Send discharge notification sheet with following information to case manager and to member's PCP: <ul style="list-style-type: none"> – Discharge location (home, family's home, long-term care, assisted living facility) – Caregiver support (none, family/friends, paid) – Services (home health, durable medical equipment) – Medication list <p>*For high-risk members, discuss available resources with case manager prior to discharge. Medicare Advantage offers several in-home resources at no cost to the member, which may help to prevent readmissions.</p>