


<b>Name of Policy:</b> <u>Extended Care Facility Placement</u> <b>Policy Number:</b> 3364-131-02 <b>Department:</b> Outcome Management <b>Approving Officer:</b> AVP Patient Care Services/CNO <b>Responsible Agent:</b> Director, Outcome Management <b>Scope:</b> The University of Toledo Medical Center	 <b>HEALTH</b> <hr/> <b>THE UNIVERSITY OF TOLEDO</b>  <b>Effective Date:</b> 3/1/2021 <b>Initial Effective Date:</b> 9/5/1997
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

Patients will be transferred to an Extended Care Facility (ECF) when determined to be the most appropriate next level of care to meet the patient needs.

**(B) Purpose of Policy**

To coordinate the discharge planning process and arrange for the patients continuation of care at an Extended Care Facility.

**(C) Procedure**

1. The Discharge Planning Assessment section will be completed to determine base line information for discharge planning purposes. Collaboration will occur with the Social Worker, Resource Utilization Coordinator, Lead RN and other medical staff to identify the patient’s post discharge need’s that support’s the need for ECF placement.
2. The patient and or family will be given a list of available ECF’s based on county location. Three placement options will be requested. The Outcome Management Staff will make referrals to the preferred ECF’s and strive to secure the placement based on preferred choices identified.
3. Insurance benefits will be reviewed to determine what financial coverage is available. Outcome Management staff will determine if a referral is needed for a Medicaid application and contact the Change Healthcare Program to meet with patient and assist in completing and submitting the Medicaid application as needed. The necessary steps to secure the needed funding and approval for placement will be taken promptly by Outcome Management staff.
4. Completion of the Discharge Instructions (printed and signed by the attending) will be requested to identify the patient’s clinical needs for ECF placement.
5. Outcome Management staff will make referrals to the chosen ECF’s and fax pertinent information needed for the ECF to determine if the patient is appropriate for admission and verify insurance coverage.
6. When ECF placement has been secured Outcome Management staff will notify the patient and or the patient’s family, the physician, and other medical staff that placement has been determined.
7. When the discharge date is set by the physician, a transfer packet will be compiled, medical necessary transportation will be determined and the patient’s provider preference will be identified. The patient’s departure time will be coordinated with the patient, family, medical staff, and receiving facility.

