

## Coming From Your Home To Assisted Living, Memory Care Or Skilled Nursing

*This process can be more complicated than coming from the hospital. We will need the same paperwork, but getting it quickly from the doctor's office is often an issue. Each one of these items takes time.*



- **Signed Authorization**— We will need a signed authorization to obtain medical records so we can fax them to the doctor. Once we have this form, we will request your medical records from your PCP. These records include H & P, medications list, diagnosis, nurse's notes, etc. and they are only valid for 90 days.
  - **Assessment**—Once we have the medical records from your PCP, **our Director of Nursing must do an assessment before you arrive to one of our care areas**, and this assessment must be done Monday—Friday. The assessment can only be done *once we have your medical records at FTJ*.
  - **Doctor's Orders**—We need doctor's orders to admit to Assisted Living, Memory Care or Skilled Nursing. This means that we have to ask your PCP to write and sign these which may be an issue if they have not seen you in a while. You may need to make an appointment to be seen by your doctor in order to get the order to admit paperwork signed.
  - **Medication List**—We need a current signed medication list and can only give medications listed on this signed form. If you have had an acute episode, your medications may have changed. In this case, we need a doctor to sign off that the medication list is current and correct.
- 
- **Caregivers**—To hire caregivers for your loved one while they wait to be admitted may be an option, but you need to start this process as soon as possible. They may have a minimum required time such as three to four hours, and they may also need time to get someone on board.
  - **Agency Caregiver Information**—We can provide information on agency caregivers who are licensed, bonded and insured.

**Your needs are always a priority for us. For a tour or more information, please contact our Admissions team at 253-752-6621, or visit [www.FrankeTobeyJones.com](http://www.FrankeTobeyJones.com).**



FRANKE TOBEY JONES  
*Enjoy your age*

## Admissions Process for Skilled Nursing

*What happens when you or your loved one goes to the hospital?*





## What Happens When You Or your Loved One Goes to the Hospital?

*When your loved one goes to the hospital or has a major change in condition, you will need to contact either the FTJ Clinical Admit Team or the Admissions Team. The more information and notice you give us,*

*the better this process will work.*

- A move from independent Living, Assisted Living or Memory Care to Skilled Nursing involves many steps. The easiest way to be admitted to Skilled Nursing is when a person is coming directly from the hospital. Surprisingly enough, you simply cannot just walk into Assisted Living, Memory Care or Skilled Nursing like you can at the hospital.
- The **timing** of the admission is also important. Admissions must happen on Monday, Tuesday, Wednesday or Thursday. Hospitals try to discharge on Fridays due to their limited staffing over the weekends, but doctors offices are not open and we cannot get the information necessary for a safe discharge/admission.

## Discharging From The Hospital

*FTJ does not accept Medicare. You can either admit to FTJ Skilled Nursing, pay privately and have your therapy billed to Medicare, or go to another Skilled Nursing facility that accepts Medicare. When you are finished using your Medicare time, you can chose either to stay at that facility, or at another facility or come to FTJ and pay privately. Medicare A covers room and board and Medicare B covers therapy/supplies.*

### If you qualify for Medicare:

- The hospital will assist you in finding a Skilled Nursing community that has a contract for Medicare. A Medicare stay is typically two to three weeks for a normal rehab stay.
- To qualify for a Medicare A stay, you need to be admitted to the hospital (not just under observation) for three overnights and come out on a rehab basis. People with Alzheimer's or Dementia may not be approved because they cannot remember to follow the protocols or do the rehab.

- If FTJ is informed you are using Medicare time at another facility, we do not follow-up until the rehab facility contacts us when you are getting close to discharge. We will then talk about where you need to go on campus based on your recovery.

### If you do not qualify for Medicare:

- You will need to pay privately or use your long-term care insurance to either come to the FTJ Skilled Nursing or another skilled nursing. Most of our residents that pay privately come back to FTJ Skilled Nursing.
- FTJ Skilled Nursing has a rehab program, and it is important to confirm FTJ rehab can accommodate your needs.

The easiest way to admit to FTJ Skilled Nursing is when coming from the hospital. The hospital will fax us the information that we need, and FTJ and the hospital discharge planner will take care of the admit process. You should not have to do anything except possibly transport your loved one to FTJ. If we know in advance, we may be able to provide transportation if they are medically stable to transport. FTJ van drivers work Monday through Friday during the day.

- One of **our** doctors will be assigned as your primary doctor in FTJ Skilled Nursing, and they must have the four items stated below completed and signed. The doctor will only take responsibility when this process is complete, and they know your medical history, medications and diagnosis for the treatment you need.
- Once someone arrives at FTJ Skilled Nursing, the new resident must be admitted by an FTJ admit nurse and have another assessment to determine base lines, etc. New admissions are only done Monday through Thursday.

### The process:

- **Medical records**—We need medical records from your Primary Care Provider (PCP). These include History and Physical records (H and P), medication list, diagnosis etc.
- **Assessment**—Our Director of Nursing must do an assessment which can only happen after we receive medical records. Assessments are only done Monday through Friday.
- **Doctor's Orders**—We need signed doctor's orders to admit to Assisted Living, Memory Care or Skilled Nursing.
- **Medication list**—Your doctor must provide a signed medication list, and we can only give you the medications listed.



The FTJ Admit team can help you gather these documents.

*Continued on back*