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**Facility Specific Addendum Attached - Review All of Policy and Addendum Pages**  
 (Check if State Specific and/or Facility Specific Policy Addendum is attached)

## PURPOSE

This policy establishes guidelines for Case Managers to review each admission to ensure that the patient’s needs and treatment plan are medically necessary and appropriate for the LTAC setting.

## POLICY

The policy of Kindred Hospital is to ensure the following:

1. Case Managers will complete the initial (admission) review (using adopted decision support criteria) for appropriateness of LTAC admission and initiation of discharge planning.
2. Once the Case Manager becomes aware of admission (notification or census report), an initial review will be conducted within 2 business days.
3. All of the following components comprise the initial (admission) review:
  - a. Initial assessment of patient’s needs and treatment plan.
  - b. Appropriateness of level of care and medical necessity of confinement.
  - c. Anticipated discharge plan.
  - d. Assurance of coordinated treatment plan
4. Case Managers review the working DRG and expected LOS using GMLOS.
  - a. Contact attending physician as appropriate with pertinent queries to clarify documentation.
  - b. Communicate to coder pertinent documentation according to local practice.
5. If a case fails screening criteria, then the following steps will be taken:
  - a. Review chart for further information and/or contact attending physician for additional information on patient’s status and treatment plan. Follow up not to exceed 3 days.
  - b. Determine continued stay necessity.
  - c. Request physician to document above.
6. If a case still fails screening criteria, the Case Manager will refer case for Non-Physician Secondary Review.
  - a. Case will be referred to facility DCM
  - b. DCM will make determination within next business day and document findings in appropriate Meditech Screen.
7. If a case still fails screening criteria, the Case Manager will refer case to Medical Director (Physician Advisor).
  - a. Medical Director will make determination within 12 hours.
  - b. Medical Director will confer with attending or examine patient and records.
  - c. If Medical Director determines medical necessity, then continue review process.

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- d. If Medical Director denies medical necessity and physician concurs, then a discharge order will be obtained.
  - e. If Medical Director denies medical necessity and physician disagrees, then QIO HR (hospital requested) review with HINN process will be initiated.
8. Document the review by taking the following steps:
- a. Complete admission review, document according to current screening criteria guidelines in use
    - ✚ H-ML 09-004 Decision Support Criteria Adoption
  - b. Document in the medical record discharge assessment and anticipated discharge plan.

## DEFINITIONS

H-ML 09-014 A Case Management Admission Review Sample: Sample (optional) worksheet used for admission review

## PROCEDURE

Not applicable

