



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: ROUTINE INPATIENT ADMISSION PROCEDURES

Policy No.: B809
Supersedes: April 29, 2014
Revision Date: August 8, 2017
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PURPOSE:

To provide for the safe, appropriate, and timely admission of patients to Rancho Los Amigos National Rehabilitation Center.

POLICY:

- All referrals and inquiries for an Inpatient admission are referred to the Centralized Admission and Referral Office (CARO); or to the designated Clinical Rehabilitation Specialist assigned to the County acute hospitals or private facilities.
- Patients who require a clinic evaluation prior to admission are referred for outpatient evaluation in the Ambulatory Care Department.
- Referrals for admission are received from community physicians, county hospitals, patients, family members, discharge planners, case managers, and insurance carriers such as private, industrial or contract providers.
- Admissions can result from:
 - a. Phone consultation with a physician, discharge planner or case manager.
 - b. Evaluation in outpatient clinic.
 - c. Review of Patient Referral Form and records by the Program Chief or Medical Officer of the day.
 - d. Referrals screened by the Clinical Rehabilitation Specialist using admission criteria established by each rehabilitation program.
- Medical eligibility is determined by one of the following:
 - a. By the Program Chief or Designated Medical Officer of the day.
 - b. By review of the Admission Referral Form completed by a CARO Clinical Rehabilitation Specialist.
 - c. By medical necessity guideline as outlined by InterQual.
- Admissions to specific rehabilitation or medicine programs are based on the Scope of Services for that particular program. Services are organized and delivered based on the age, cognitive level, interests and cultural and developmental needs of the person served.

- All patients must be financially screened and prior authorization obtained for admission or clinic evaluation, as required by the third party payor. Patients without third party resources will be provided information regarding other payment options. These options include, but are not limited to, Medi-Cal application information, Ability-To-Pay plan, California Children Services, fast track agreement, and self-pay plan or payment agreement.
- All persons seeking medical treatment from Rancho Los Amigos National Rehabilitation Center shall be treated fairly and equitably by all personnel in the medical center regardless of race, national origin, religion, sex, age, disability, sexual orientation, gender or gender identity. No preferential treatment shall be afforded to any patient or prospective patient. In addition, all persons will receive a consistent level of high quality care as outlined in the scope of services offered by each medical program.
- CARO will maintain statistical data on all referrals, admissions and denials to track trends and needs of the community. A quarterly report will be provided to service councils for review and assessment. Referring facilities as requested will be given the opportunity to review outcomes of rehabilitation patients referred such as but not limited to community discharge rate, FIM gain, and patient satisfaction.

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