

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** INPATIENT REHABILITATION ADMISSION PROCEDURES **POLICY NO.** 373.4

PURPOSE:: To provide safe, appropriate and timely transfer of acute inpatient rehabilitation patients from High Desert Hospital and other Antelope Valley hospitals to Rancho Los Amigos National Rehabilitation Center (RLANRC).

POLICY/PROCEDURE:: All referrals and acquires to transfer acute inpatient rehabilitation patients will be directed to the Centralized Referral and Admission intake coordinators at (562) 401- 6554.

High Desert Hospital referring personnel will provide the intake coordinator with the following information:

- Contact person
- Call back number
- Patient's name, age and location
- Diagnosis
- Service requested

The designated community liaison nurse will respond to the requesting provider within four (4) working hours of receiving the initial call. (Operation hours are Monday - Friday, 08:00 a.m. - 04:30 p.m.). All calls received after hours will be returned the following business day. The RLANRC liaison nurse will facilitate communication between the referring and accepting physician, as well as coordinate the transfer. All patients felt to be unstable for initial transfer will be tracked and monitored on a regular basis by the

INCLUSION DIAGNOSIS:: Patients requiring acute inpatient rehabilitation for, but not limited to, one of the following rehabilitation diagnoses:

- Spinal cord injury
- Stroke
- Traumatic brain injury
- Neurologic deficit status post tumor resection
- Multiple sclerosis
- Guillain-Barre Syndrome
- Deconditioning
- Multiple orthopedic injuries
- Traumatic amputation

ADMISSION CRITERIA:: All of the following criteria must apply and/or be met by each patient:

- Stable or improving medical condition
- Good rehabilitation potential
- Able to participate in at least two (2) therapies for a minimum of three (3) hours combined therapy daily
- Has or will have a social support system that enables discharge to a setting which permits a
- higher level of functioning
- Age of 6 years and over

**EXCLUSION
CRITERIA::**

- Patient requires only one (1) therapeutic discipline
- Active psychiatric disorder
- Pending surgeries or procedures not done at RLANRC
- Patient unable to tolerate or unwilling to participate in 3 hours of therapy

**DOCUMENTATION
REQUIRED::**

The referring facility is responsible for assuring that the following information is sent with the patient:

- Copies of all medical records, including history and physicals, progress notes and operative reports
- Copies of MRI, CT scans, ultrasounds, and x- rays.

**RLANRC ADMISSION
OFFICE::**

The admission office will follow up with the referring facility on all accepted patients. The admission office will give a reminder, to the referring facility, of all documents required to accompany the patient to RLANRC.

TRANSPORTATION::

The referring facility will arrange transportation to RLANRC after receiving the patient's room and unit assignment.

**DISCHARGE
PLANNING::**

Based on the location of the patient's home, it may be more convenient for the patient to receive outpatient follow-up at High Desert Hospital. In such instances, the RLANRC inpatient rehabilitation case manager will facilitate scheduling outpatient clinic appointments at High Desert Hospital prior to discharge. The contact person at High Desert Hospital is Denise Galentine, the Referral Center Coordinator, who can be reached at (661) 948-8581. For certain specialty services such as Center of Applied Rehabilitation and Technology (CART) and Seating Center, patients would still be provided the opportunity to be seen in the RLANRC clinic if they so chose. The RLANRC inpatient case manager will serve as the patient's liaison if any issues arise before the first outpatient clinic appointment.

EFFECTIVE DATE: Oct 01, 2002

SUPERCEDES:

APPROVED: Signature on File
