Hospital Processes

Here are some common scenarios encountered by hospital discharge planners.

Community to hospital to Nursing Facility (non-Medicaid)

*This individual needs a Hospital Exemption or a Pre-Admission Screening via HENS.*

1. Use the HENS to complete a Hospital Discharge Exemption Notification **OR**
2. Use the HENS to Complete a Pre-Admission Screening

Community to hospital to Nursing Facility (traditional Medicaid)

*This individual needs a LOC authorization. They also need a HENS hospital discharge exemption or a Pre-Admission Screening via HENS.*

Fax the following information to Council on Aging to get a LOC authorization:

- Hospital Cover Letter
- History and Physical signed by MD or DO
- Continuity of Care/ Nursing Facility Transfer Document signed by the MD or DO
- Medication Reconciliation sheet
- Hospital face sheet/ demographics (not required but helpful to Council on Aging)
- Psychiatric Consultations (if applicable)

Details about an individual going from the community to a hospital to a Nursing Facility as a hospital discharge exemption

- The MD has documented that the individual’s expected stay in the NF is less than 30 days
- The work in HENS must be completed no later than the date of discharge from the hospital
- The individual is NOT reviewed for mental illness, mental retardation, developmental disabilities, or related conditions
- The individual must be a full admission to the hospital; they cannot be coming from the emergency room or an observation bed
- The individual will be a "new admission" to the NF; they must have come to the hospital from the community, assisted living, independent living, out-of-state, or from a facility that is not certified by Ohio Medicaid
- The individual did NOT come to the hospital directly from an Ohio Medicaid-certified NF
- The individual must have a Hospital Discharge Exemption in HENS
- If the individual does not have a valid 7000 or HENS, then Pre-Admission Screening is required; the submitter must use the HENS to get a PAS determination.
If the individual does not have a valid Hospital Discharge Exemption via HENS, the NF’s payment can be jeopardized. If the HENS is not completed, a Pre-Admission Screening (PAS) must be authorized. The submitter must use the HENS to get a PAS determination. The PAS effective date is the date the submitter uses HENS to make a PAS determination. If the individual needs a Further Review, the PAS date is the date of OMHAS’s and/or DODD’s authorization. A Medicaid LOC cannot be dated prior to the date of the Pre-Admission Screening effective date.

Only the discharging hospital can complete the 7000 or HENS.

The NF is responsible for making sure the 7000 is valid or that a HENS was completed.

The NF is responsible for maintaining the hospital exemption documentation in the resident’s record at the nursing facility according to Ohio Administrative Code 5160-3-15.1 (G) (4).

Council on Aging is not required to retain 7000s and cannot provide copies of 7000s if they are lost by the hospital or NF.

If the individual was admitted to the NF prior to 2/01/10, the following documentation could be used in lieu of the 7000 form: Documentation signed and dated by a physician, no later than the date of the hospital discharge, that the resident will stay at the NF for “less than 30 days” or for a “hospital stay.” This was typically documented on the hospital Continuity of Care form by the individual’s admitting hospital staff. Often a box was available for checking on the Continuity of Care to document a hospital stay. The Continuity of Care must have matched the admitting hospital stay, Continuity of Cares for re-hospitalizations do not apply.

As of 4/1/15 all Hospital Exemptions must be processed through HENS to be valid. Paper 7000s are only valid if Council on Aging has given prior permission.