

# 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 Discharge 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 unless they'll have skilled Medicare days upon admission to the NF. 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, DO, NP or PA
- 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 Hospital Discharge Exemption 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 Hospital Discharge Exemption is not completed in HENS, 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 hospital Discharge Exemption.
- The NF is responsible for making sure the 7000 Hospital Discharge Exemption is valid or that a PAS was completed in HENS.
- 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 7000 Hospital Discharge Exemptions and cannot provide copies of 7000 Hospital Discharge Exemptions 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