



*Please Read Carefully*

MEMORANDUM

TO: Discharge Planners and Other Referral Sources

FROM: Ilma Batres/Admitting Coordinator

RE: Placement at Laguna Honda Hospital and Rehabilitation Center

Referral to Laguna Honda Hospital (LHH) is made utilizing the Admission Referral Packet that contains all the necessary forms. The following forms are to be completed in total:

- Referral Form – all sections of Parts A, B, C, D must be completed
- a pre-admit “Agreement for Treatment & Compliance with LHH Regulations”
- a financial agreement for private pay or Medi-Cal coverage or commercial insurance
- patient information and rules for care units at LHH
- Medicare Secondary Payer Screening Form
- Department of Public Health HIPAA Privacy Notice

For referrals from a hospital or other healthcare facility, completion of Part D of the Referral Form may be substituted with attachments of the following: (1) one week of most current nursing notes and progress notes, (2) complete list of medications and dosages, and (3) most recent history and physical with findings. (4) If the referral is for rehabilitation services, most recent PT and OT notes must be included.

In compliance with Hudman vs. Kizer state regulation, before a person is referred to a distinct-part SNF such as LHH, all efforts should be made to place the person in a freestanding facility.

Active HMO-covered members must be pre-approved by HMO plan to be considered for admission to LHH. LHH is not a contracted provider with any HMO plan. Referring source must obtain pre-authorization and negotiate rates individually for each admission.

Institution discharge planners, please duplicate forms as needed for future use. It is available electronically also. Only this newly revised Referral Form and attachments are acceptable for admission consideration.

Questions and concerns may be addressed at 759-4670 or 759-2327. Fax number: 759-3012.

Thank you for your cooperation.