


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL  
SKILLED NURSING UNIT**

APPROVED	RESPONSIBILITY	ORIGINATION DATE	POLICY NO.	PAGE
 Zennia Pecina, MSN,RN Associate Administrator of Clinical Services	SNU Nursing	OCTOBER 1999	6580-C18	1 of 2
<b>TITLE: SKILLED NURSING UNIT NOTICE OF BED-HOLD AND RE-ADMISSION POLICY</b>				
<b>LAST REVIEW/REVISED: 2/2016</b>				
<b>ENDORSED: NM ( 2/2016); Med Dept (1 /2016)</b>				

**PURPOSE:**

To provide guidelines to Guam Memorial Hospital Authority (GMHA) personnel in complying with the federal requirements regarding bed-hold policies and re-admission.

**POLICY:**

Upon admission and before a resident is transferred to a hospital or goes on therapeutic leave, GMHA's Skilled Nursing Unit will provide written information to the resident, family member or legal representative that specifies the facility Bed-Hold Policy.

The Bed-Hold Policy for the Skilled Nursing Facility is three (3) days.

**PROCEDURES:**

A. ADMISSION

Upon admission Patient Registration will:

1. Notify the resident or the resident's representative of the bed-hold option.
2. Explain the standing agreement for a bed-hold.
3. Initiate and validate a standing agreement, if requested.
4. Obtain resident, family member or legal representative sign form indicating receipt of bed-hold information.
5. Inform resident, family member or legal representative of restrictions and payment of various insurance plans, ie. **Medicaid or Medicare does not provide payment for a bed-hold.**
6. If the bed-hold option is exercised, the resident or resident's representative is liable to pay reasonable charges not to exceed the resident's daily room rate.

## B. POST-ADMISSION

Before a resident is transferred to a hospital or goes on therapeutic leave, the facility will provide written information to the resident, family member or legal representative specifying:

1. The duration of the bed-hold policy under the State plan, during which the resident is permitted to return and resume residence in the facility.
2. As a courtesy to our residents, GMHA will offer the resident the opportunity of electing to have the bed held for three (3) days, at the resident's expense.
3. Within 24 hours of notification the resident or resident's representative must notify Patient Registration of the desire to hold a bed.
4. The signed bed-hold agreement must be returned to Patient Registration within 24 hours of receipt for the agreement to be binding.
5. In case of emergency transfers, the facility notification standard will be within 24 hours of transfer.
6. The notification requirement is met if the resident's copy of the notice is sent with the other papers accompanying the resident to the hospital.

## C. POST SPECIFIED BED-HOLD PERIOD

After the period of bed-hold specified above has been exceeded, the resident shall be re-admitted to the facility immediately into the first available bed in a semi-private room if:


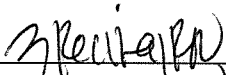



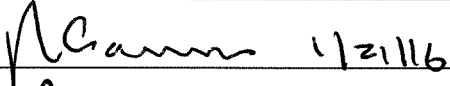
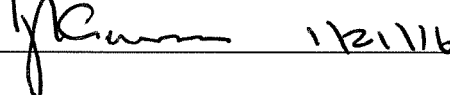
1. The resident requires the services provided by the facility.
2. The resident requests re-admission.
3. A physician has personally approved in writing a recommendation that the individual be re-admitted to the facility.
4. The admitting physician writes admission orders for the resident's immediate care – consistent with the resident's mental and physical status upon re-admission.
5. The unit has the ability to provide for the resident's care needs.

**GUAM MEMORIAL HOSPITAL AUTHORITY  
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and endorsed the following:

Bylaws  
 Rules and Regulations

Submitted by  
 Department/Committee: Nursing Services Department  
 Title: SNU Specific Policy and Procedures: Section C – Management  
of Information  
 Policy Number (if applicable) 6580-C1 thru C25

	Date	Signature
Reviewed	12.22.2015	
Approved		
Title	Loressa Melegrito, RN,BSN Hospital Unit Supervisor, Skilled Nursing Unit	
Reviewed	02/10/16	
Approved		
Title	Zennia Pecina, MSN,RN Associate Administrator of Clinical Services	
Reviewed	12.22.2016	
Approved	12.22.2016	
Title	Vincent A. Duenas, MD Medical Director, Skilled Nursing Unit	
Reviewed		 1/21/16
Approved		 1/21/16
Title	John Ray Taitano, MD Chairman, Medicine Department	
Reviewed		
Approved		
Title		