

Swing Bed Referral Checklist

Task	Date/Time Completed
Send referral via EHR in-basket message to designated team	
Obtain approval from team • PT Yes No Name: _____ • OT Yes No Name: _____ • Nursing Yes No Name: _____ • UR Yes No Name: _____	
Confirm with the pharmacy which meds are NOT included in the Hospital formulary and will need to be provided by the patient	
When one discipline says yes, change the referral status in epic to “considering”	
When all disciplines say yes, change the referral status in EHR to “accepted”	
Call referral source to notify of acceptance (pending PA if needed and doc to doc)	
Call registration to create a new stay	
If PA needed- Send EHR in-basket messages to coders and PA specialists	
Prior authorization obtained	
Doc to doc is completed	
Call the social worker to verify the admission date/time and set up nurse-to-nurse	
Nurse-to-nurse is completed	
Patient admitted to hospital swing bed	

SWING BED PRIOR AUTHORIZATION PROCESS

UM AND SOCIAL WORKERS:

- **SEND STAFF MESSAGE TO:** Social workers, utilization review, house supervisor or inpatient director
 - **IN STAFF MESSAGE (IN BASKET) PLEASE PROVIDE:**
 - **ADMIT DATE**
 - **ADMITTING PROVIDER**
 - **CLINICALS CAN BE UPLOADED, EMAILED OR FAXED TO US**
- **THEN CALL REGISTRATION TO GET A NEW STAY STARTED**
 - **THIS WAY WE CAN DOCUMENT IN AUTH\CERT**

CODING

- **CODERS WILL GET THE DX'S CODES FOR THE SWING BED AND RESPOND TO THE STAFF MESSAGE.**

AUTHORIZATION PROCESS:

- **ONCE DX HAS BEEN PROVIDED AUTHORIZATION WILL START.**
- **WE WILL DOCUMENT IN THE AUTH\CERT IF ITS CREATED AND IN STAFF MESSAGE (IN BASKET)**
- **ONCE COMPLETED WE WILL SEND A MESSAGE BACK TO LET EVERYONE KNOW THIS IS COMPLETED.**