

SETTLING INTO A LONG TERM CARE FACILITY

BEING ADMITTED INTO A LONG TERM CARE FACILITY IS A PROCESS

CHOOSING THE RIGHT FACILITY WAS THE FIRST BIG STEP...

After you, your loved one, and family or friends have chosen a Long Term Care Facility that provides the mix of services which you are seeking, the next step will be admission to the facility. The admission process can produce a great deal of anxiety in everyone concerned, but there are steps that you can and should take that will make the process more understandable and efficient.

LEVEL OF CARE REQUIRED

Check once again that the level of care provided by the facility is indeed the level of care that your loved one requires. For example:

- Does the individual need only assisted living services?
- Does the individual need nursing home care?
- Is the anticipated level of care consistent with the recommendations of the individual's physician?
- Is the facility part of a retirement community that offers different levels of care?

PAYMENT

There are a number of ways to pay for long term care, including self-pay, Medicare/Medicaid, or long term care insurance. You should review the facility's payment policies, and thoroughly understand how services will be funded.

- If your loved one is paying privately (i.e., is self-pay), what other types of contracts will be required? Some facilities require that assets be assigned or held in escrow to guaranty payment—this is often called a Life-Care Contract. All such contracts should be reviewed by legal counsel.



- If Medicaid is paying for services, has all additional paperwork been completed to ensure that the individual is Medicaid qualified?
- If payment is covered by long term care insurance, has all pertinent paperwork been completed?

ADMISSION POLICIES AND APPLICABLE LAWS

Laws that govern what a Long Term Care Facility is required to do at admission, may vary from state to state. Some states require the facility to provide guides to applicable state laws, so check with your state department of health. The types of contracts and forms that you or your loved one must sign also may vary. In addition, each Long Term Care Facility has certain types of forms that are unique to that facility.



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ADMISSION AGREEMENTS

Although the admission process varies from facility to facility, some basic aspects will be the same, among them the signing of an Admission Agreement. The Admission Agreement should state clearly the following:

- The responsibilities of the Long Term Care Facility;
- The resident's responsibilities, obligations and required behaviors;
- If you or another family member or friend serves as co-signatory to the Admission Agreement, the document should state that person's responsibilities; and
- The services or items included in the fee that is being paid to the facility and any late charges.

ASK QUESTIONS AND ASK THEM AGAIN—UNTIL YOU UNDERSTAND EVERY ANSWER

Are there any additional charges for care? What services are **excluded** in the Admissions Agreement? Will there be additional charges if a different level of care is needed? Does the Admissions Agreement protect the confidentiality of personal and health information? What procedure does the facility have in place for the settlement of disputes? Does the Admissions Agreement contain information about how it (the Agreement) may be terminated? These questions and more must be asked and answered to the satisfaction of your loved one and/or you and family and friends.

ADDITIONAL FORMS

There are a number of other forms that you should expect upon admission, some of which will require a signature, some of which will not. Among these additional forms are the following:

- Admissions Record
- Choices of Professional Services
- Privacy Practices

- Management of Resident Funds
- Advance Directive Information or Form
- Nutritional Interview
- Clothing and Personal Property Inventory
- Resident Rights and Responsibilities
- Conditions on Asking a Resident to Leave
- Financial Assessment
- Privacy & Confidentiality Notification
- Consent to Release Information or Records
- Financial Agreement
- Social History/Resident Preferences
- Activities Interview
- Discharge/Readmission Record
- Facility Rules and Policies
- Penalties for Leaving Before an Agreed Time

