

Admissions Outside Geographic Area

Instructions for submission of request:

1- All agencies (LHCSA, CHHA, Hospice) wishing to admit a patient residing in a county not on their license must first call their Regional Office

2- A request must be made in writing, on agency letterhead and **signed by the agency's administrator or Director of Patient services**, and include:

a. patient name, DOB, location (complete address) and county of residence

b. diagnoses (**clinical reason for service request**) and services required (skilled nursing, PT, OT, etc.)

c. name of referring physician

d. **name of drug and duration of service (if request is for infusion)**

e. discharge date or expected date of discharge from referring provider

f. anticipated start of care date

g. identify the number of patients receiving services who reside outside of the agency's approved service area.

h. written affirmation that the referring entity has tried all other agencies (LHCSAs, CHHAs, Hospices) licensed to serve the county in which the patient resides and include indication of the reasons (e.g., limited staffing in provider, family residing in a different county in a hospice situation) the request is being made

i. In the case of a Hospice, written affirmation that the hospices in the county of patient residence refused admission is required

j. the agency does not intend to add the county in which the individual resides to its approved service area at this time, or the agency has applied to add this county to its license.

3- The written request must be sent as an attachment via Secure File Transfer in the Health Commerce System to both of the following Department staff:

Mary Delisle
Patricia Lillis
Your Regional Office Program Manager

Requestors will receive a letter of approval/denial signed by Director of the Division of Home and Community Based Services as an attachment via Secure File Transfer on the HCS. This letter must be placed in the patient's file.

All agencies accepting referrals for patients residing outside their geographic area must understand that Department approval of admission is specific to the request/patient and does not convey approval to serve additional patients or that county in general