



## **Discharge Planners and Other Referral Sources**

### **Placement at Laguna Honda Hospital and Rehabilitation Center**

Referral to Laguna Honda is made using 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 signed “Financial Agreement for Medi-Cal & SSI Recipients, Private Pay or Commercial Insurance”
- A signed Laguna Honda Rules & Responsibilities
- A signed “Smoke-Free Campus Pre-Admission Agreement” – (Non-Smoking Agreement)
- A signed “Agreement for Treatment & Compliance with Laguna Honda Regulations”
- Medicare Secondary Payer Screening Form completed
- Department of Public Health HIPAA Privacy Notice
- If there is a Conservator, Durable-Power of Attorney or Medical Probate, a copy of documents should also be included.

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 v. Kizer* state regulation, before a person is referred to a distinct-part SNF such as Laguna Honda, all efforts should be made to place the person in a freestanding facility.

Laguna Honda is not a contracted provider with any Medicare or Commercial HMO plan. Referring source must obtain pre-authorization and negotiate rates individually for each admission.

This referral is also available via Internet: [www.lagunahonda.org](http://www.lagunahonda.org). and forms may be duplicated as needed for future use.

Please call 415-682-5683 if you have any questions. Referrals can be submitted by fax to 415 682-5689

Thank you for your cooperation.