

# FAX COVER SHEET

**TO:** NW Momentum Health Partners  
**FAX #:** 360.786.8751  
**FROM:**

**PAGES:**  
**DATE:**  
**RE:** SNF Checklist

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Please check where applicable. All items that are checked, require supporting documentation.  
All documentation must be included with this fax.

## 1. Timing of patient's physical arrival at the skilled nursing facility

- a. Arrived during traditional business hours (Monday - Friday, 8 a.m. - 5 p.m.), non-holiday
- b. Arrived during the week (Monday -Friday), outside of traditional business hours (8 a.m. - 5 p.m.), non-holiday
- c. Arrived at the skilled nursing facility on a weekend or holiday

## 2. Warm hand-off

- Hospital or outpatient clinician (MD/DO/NP/PA/CNS/RN) provides verbal report to skilled nursing facility clinician.

## 3. Timely admitting exam/physical by clinician

- Timely admitting exam/physical completed by a MD/DO/NP/PA/CNS from the skilled nursing facility admitting team  $\leq$  24 hours of the patient's arrival at the skilled nursing facility.

## 4. Care plan created within 48 hours of arrival

- A preliminary care plan includes: (1) a patient assessment, (2) a determination of nursing and therapy needs, (3) a tentative discharge plan (i.e., identification of barriers to discharge and expected destination after discharge), and (4) a projected discharge date. Development of preliminary discharge plan should include representation from nursing, therapy, and on-site primary care.  
*The preliminary care plan should be completed within 48 hours of skilled nursing facility admission.*

## 5. Skilled nursing facility discharge notes sent to primary care provider (PCP) within 7 days of discharge

- Number of skilled nursing facility discharges where the skilled nursing facility sent discharge notes to the patient's PCP within 7 days of discharge.