

PROGRAM GUIDELINES: Required Documentation

● STEP 1. Paperwork required to obtain preliminary approval of acceptance:

From ALL Referring Agencies:

1. Provider Referral Form - Must be completed by REFERRING PROVIDER ONLY.
This is the only form needed to initiate the referral process and to obtain a preliminary approval for acceptance into the program.

● STEP 2. Paperwork required after preliminary approval of acceptance and prior to admission:

From hospital/inpatient:

1. Recuperative Care Case Manager Program Referral Form
2. Initial History and Physical and Discharge Summary
3. All pertinent labs and other related clinical and diagnostic studies.
4. Psychiatric or substance abuse consultations.
5. All pertinent social service information
6. Follow up appointments for specialty care, if applicable
7. TB status or other ID disclosure. (MRSA, VRE, etc)
8. Public Communicable Disease Disclosure
9. Verification of Homeless
10. Medication Reconciliation Form (with frequency and dosage of administration.) Please list onl medication which patient will be provided upon discharge.

From Emergency and Outpatient Department:

1. Recuperative Care Case Manager referral form
2. ER/Outpatient History and Physical
3. All pertinent clinical information, labs, x-rays etc.
4. Follow-up appointments
5. Medication Reconciliation Form (with frequency and dosage of administration)
6. TB status and other ID disclosure (MRSA, VRE, etc)
7. Public Communicable Disease Disclosure
8. Verification of Homelessness

From Shelters/Clinics

1. Recuperative Care Case Manager Referral form
2. Copies Progress Notes/Physical Exam note detailing acute medical need
3. Copies of pertinent clinical and social service information.
4. Copies of recent discharge paperwork from Hospital or ER visit.
5. List of current medications (with frequency and dosage of administration)
6. TB status and other ID disclosure (MRSA, VRE, etc)
7. Public Communicable Disease Closure
8. Verification of Homeless