

Tool- Bed Hold and Return to the Facility Policy & Procedure Checklist

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Tool: Bed Hold and Return to the Facility Policy and Procedure

§ 483.15 (d) Notice of bed-hold policy and return—

(1) Notice before transfer.

Before a nursing facility transfers a resident to a hospital or the resident goes on therapeutic leave, the nursing facility must provide written information to the resident or resident representative that specifies—

- (i) The duration of the state bed-hold policy, if any, during which the resident is permitted to return and resume residence in the nursing facility;
- (ii) The reserve bed payment policy in the state plan, under § 447.40 of this chapter, if any;
- (iii) The nursing facility's policies regarding bed-hold periods, which must be consistent with paragraph (c)(5) of this section, permitting a resident to return; and
- (iv) The information specified in paragraph (e)(3) of this section.

(2) Bed-hold notice upon transfer.

At the time of transfer of a resident for hospitalization or therapeutic leave, a nursing facility must provide to the resident and the resident representative written notice which specifies the duration of the bed-hold policy described in paragraph (c)(1) of this section.

(e)(1) Permitting residents to return to facility.

A facility must establish and follow a written policy on permitting residents to return to the facility after they are hospitalized or placed on therapeutic leave. The policy must provide for the following.

- (i) A resident, whose hospitalization or therapeutic leave exceeds the bed hold period under the State plan, returns to the facility to their previous room if available or immediately upon the first availability of a bed in a semiprivate room if the resident
 - (A) Requires the services provided by the facility; and
 - (B) Is eligible for Medicare skilled nursing facility services or Medicaid nursing facility services.
- (ii) If the facility that determines that a resident who was transferred with an expectation of returning to the facility cannot return to the facility, the facility must comply with the requirements of paragraph (c) as they apply to discharges.

(2) Readmission to a composite distinct part.

When the facility to which a resident returns is a composite distinct part (as defined in § 483.5), the resident must be permitted to return to an available bed in the particular location of the composite distinct part in which he or she resided previously. If a bed is not available in that location at the time of return, the resident must be given the option to return to that location upon the first availability of a bed there.

Purpose and Intent of 483.15

The purpose of the bed-hold and return to facility policy and procedure is to develop guidelines and a comprehensive Bed Hold and Return to Facility process providing residents with knowledge of their rights under the State plan for holding their bed in the facility when they are hospitalized or go on a therapeutic leave of absence. These policies apply to residents regardless of pay source.

To assure that the individual facility has followed all the required steps for the development and implementation of a comprehensive bed-hold and return to facility policy in accordance to the new Requirements of Participation (RoP), the following checklist captures specific action items for successful completion. The far left column represents the actual Requirements of Participation (RoP) language and the right column indicates specific leadership strategies for successful completion and implementation of the revised RoP. When preparing updated policies and procedures, it is recommended to include actual RoP language as applicable. Please note that CMS has not issued its interpretative guidance for the new Requirements of Participation (RoP), therefore additional updates may be necessary once the guidance is released.

Suggested Checklist: Bed Hold Policy and Procedure

Regulation	Recommended Actions
<p>483.15(d)(1) Notice before transfer. Before a nursing facility transfers a resident to a hospital or the resident goes on therapeutic leave, the nursing facility must provide written information to the resident or resident representative that specifies—</p> <ul style="list-style-type: none"> (i) The duration of the state bed-hold policy, if any, during which the resident is permitted to return and resume residence in the nursing facility; (ii) The reserve bed payment policy in the state plan, under § 447.40 of this chapter, if any; (iii) The nursing facility’s policies regarding bed-hold periods, which must be consistent with paragraph 	<ul style="list-style-type: none"> <input type="checkbox"/> Update bed hold policy and procedure to ensure that residents and their representatives are provided with the State bed hold policy when they transfer out of the facility. <input type="checkbox"/> The policy should reflect <ul style="list-style-type: none"> • the State’s policy for the number of days allowed under the State bed hold • the reserve bed payment policy in the State plan • Language reflecting the resident’s right to return. • A description of how and when the bed hold policy will be provided to the resident who is about to be transferred or go on leave and the representative.



Regulation	Recommended Actions
<p>(c)(5) of this section, permitting a resident to return; and</p> <p>(iv) The information specified in paragraph (c)(3) of this section.</p> <p>(2) Bed-hold notice upon transfer. At the time of transfer of a resident for hospitalization or therapeutic leave, a nursing facility must provide to the resident and the resident representative written notice which specifies the duration of the bed-hold policy described in paragraph (e)(1) of this section.</p>	<ul style="list-style-type: none"> ● A description of the facility procedure to remain in contact with a resident who is in the hospital or on leave and the representative. ● The information that should be documented in the resident’s record about issuance of bed old information at the time of transfer. ● Bed-hold notice process in emergency transfer situations <p><input type="checkbox"/> Review and revise the following cross referenced policies to reference the bed-hold policy and components:</p> <ul style="list-style-type: none"> ● Admissions ● Readmission ● Notification ● Emergency transfer ● Therapeutic leave ● Financial admission packet ● Resident Handbook ● <p><input type="checkbox"/> Review and revise the document(s) provided to the resident and the representative at the time of transfer or leave of absence.</p> <p><input type="checkbox"/> Provide education about the bed hold notice requirements to all staff involved in the transfer and leave process. Consider education for the social worker, nurse leaders, and staff nurses.</p> <p><input type="checkbox"/> Include education about the residents’ rights, and the facility policy and procedure related to bed hold in nurse and social worker orientation and annual training.</p>

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It does not represent legal advice nor relied upon as supporting documentation or advice with CMS or other regulatory entities.



Regulation	Recommended Actions
	<input type="checkbox"/> Develop and implement a monitoring system to ensure that residents and the representatives receive bed hold information at the time of transfer and leave of absence.
<p>483.15(e)(1) Permitting residents to return to facility. A facility must establish and follow a written policy on permitting residents to return to the facility after they are hospitalized or placed on therapeutic leave. The policy must provide for the following.</p> <p>(i) A resident, whose hospitalization or therapeutic leave exceeds the bed hold period under the State plan, returns to the facility to their previous room if available or immediately upon the first availability of a bed in a semiprivate room if the resident</p> <p>(A) Requires the services provided by the facility; and</p> <p>(B) Is eligible for Medicare skilled nursing facility services or Medicaid nursing facility services.</p> <p>(ii) If the facility that determines that a resident who was transferred with an expectation of returning to the facility cannot return to the facility, the facility must comply with the requirements of paragraph (c) as they apply to discharges.</p>	<input type="checkbox"/> Establish and implement a policy and procedure about how the facility will permit residents to return to the facility after they are hospitalized or have been on a therapeutic leave of absence. The policy must include: <ul style="list-style-type: none"> • How the facility will maintain contact with the resident in the hospital or on leave and their representative. • How the facility will assess residents' needs to plan for their return to the facility and their eligibility for coverage under Medicaid or Medicare benefits. • How the facility will arrange for return of the resident to their prior bed or unit. • The facility's process for communicating the availability of a bed on the same unit the resident left to the resident and representative if a bed was not available at the time the resident wished to return. • That the facility will follow its discharge notice policy and procedure if the resident cannot return to the facility. <input type="checkbox"/> Review and revise the document(s) provided to the resident and the representative at the time of transfer or leave of absence to ensure that information about return to the facility is included. <input type="checkbox"/> Provide education about the return to facility requirements to all staff involved in the transfer and leave process. Consider

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Regulation	Recommended Actions
	<p>education for the social worker, nurse leaders, and staff nurses.</p> <p><input type="checkbox"/> Include education about the residents' rights, and the facility policy and procedure related to returning to the facility in nurse and social worker orientation and annual training.</p> <p><input type="checkbox"/> Develop and implement a monitoring system to ensure that residents and the representatives receive information about returning to the facility at the time of transfer and leave of absence.</p>

The below areas serves as a cross reference for facility leaders to conduct addition policy and procedure review across departments to incorporate the changes set forth in **§ 483.15 (d) Notice of bed-hold policy and return**. This listing is not all encompassing however should serve as a resource for leaders as they update their internal policies, procedures and operational processes.

Resident Rights

Admission/Readmission Policy and Procedure

Admission Agreement

New Resident Handbook

New Employee Orientation

Grievance Officer Orientation

Notification

Emergency Transfer

Financial Admission Packet

Annual Education Plan

Quality Assurance and Performance Improvement