

# CAH Swing Bed Management: *From Soup to Nuts*

June 8-9, 2017 ● Embassy Suites Louisville ● 9940 Corporate Campus Drive ● Louisville, KY 40223

This program is intended to assist CAH hospitals with training for their staff to improve the quality of their swing bed program, optimize patient outcome, increase utilization and revenue while preventing denials for their swing bed services.

Stroudwater will also provide each participating hospital with an updated thumb drive of all sample P&Ps regarding key elements required to be in substantial compliance with CoP, a sample comprehensive Patient Orientation Packet including Patient's Rights, multiple sample documentation forms for nursing, therapy, discharge planning, interdisciplinary team and providers as well as multiple other resources to improve their understanding of the program.

## Who Should Attend

This program is a must for Care Managers/Swing Bed Coordinators, Discharge Planners, Therapy and Nursing Directors. Charge nurses and staff also benefit by having a better understanding of what is required from the nursing department. Therapy staff involved in providing therapy for the swing bed patients benefit by understanding expectations and becoming strong team members as well as documenting medical necessity for their services and optimizing the rehab RUG within guidelines. Business Office billers report that not only do they have a better understanding of billing for skilled services but that it's helpful for them to better understand the full picture. Even CEOs and CFOs have found it beneficial to have a holistic understanding of what swing bed services truly entail.

## Program Goal

To provide sufficient information and training material for participants to meet with their individual hospital's swing bed team and reevaluate their programs as well as identify opportunities for improvement once back at their respective hospitals. Note: Due to the short length of the program, much of the information will be presented at a high level but the packet of slides should be reviewed more in depth and kept as a resource.

## Objectives:

The participant will be able to:

1. Define the basics of Swing Bed services, discuss admission criteria and identify key components of physician medical necessity documentation and billing.
2. Describe key components of nursing and therapy service medical necessity documentation
3. Create a rehab model and evaluate the hospital's status regarding CoP for swing bed.
4. Compare the hospital's present P&Ps to the key "must have P&Ps" provided by the presenter and agree on a final version
5. Compare the hospital's present documentation forms to the key forms provided by the presenter and agree on a final version
6. Develop a plan to grow SB utilization if needed

7. Review a list of best practice to serve as a guide for the team to develop an action plan

## Faculty

### Mary J. Guyot, RN, BS

Principal, Stroudwater Associates  
Portland, Maine

Mary Guyot has over 43 years of experience in the health-care industry in every nursing department including nursing management, care management, and quality improvement for both hospitals and nursing home facilities. Until recently, Mary was a principal at Stroudwater Associates, a health-care consulting firm where she assisted hospitals with process analysis; she engaged administration and departmental personnel in performance and quality improvement, which resulted in greater efficiency and more opportunities to serve a growing population.

Mary has specific expertise in cost-based swing bed reimbursement for Critical Access Hospitals (CAH) and in Prospective Payment Systems (PPS) with skilled nursing utilization in distinct part units, swing bed, and nursing homes. Before joining Stroudwater Associates, Mary was a Care Manager of a CORF followed by eight years as a Director of Professional Services for a national rehabilitation management company.

Presently Mary is partially retired and is sub-contracted by Stroudwater to work with state rural associations and/or on site at rural hospitals to train staff all they need to know re opening and managing quality, compliant and profitable swing bed programs.

## CEUs

This program is a two-day offering approved by the Kentucky Board of Nursing and is approved for 12 contact hours, program offering number 5-0023-1-18-191 - expiration date December 31, 2017. The Kentucky Board of Nursing approval of individual nursing education provider does not constitute endorsement of program content. Participants must attend the entire session and complete the evaluation. Those desiring continuing education credit must have nursing license number or social security number at registration.

## Registration

The registration fee for member CAH hospitals is \$150 and \$450 for non-members. This fee covers all handout materials, beverage breaks, lunch and administrative costs. You may register by mail, fax or online.

**Fax to:** (502)426-6226

**Mail to:** KHREF  
P. O. Box 436629  
Louisville, KY 40253-6629

**Online:** [http://www.kyha.com/CM/Events/Evts\\_List.aspx](http://www.kyha.com/CM/Events/Evts_List.aspx)

## Cancellations

A refund of registration fees will be made to those registrants notifying KHA of cancellation five (5) working days prior to program date. A \$25 processing fee will be assessed against each refund. No refunds will be made after that date. Substitutions are accepted.

## Services for Physically Challenged Individuals

We wish to take reasonable steps to ensure no individual who is physically challenged is discriminated against because of the absence of auxiliary aids and services. If special arrangements or diet are required for an individual to participate in this program, please contact us at (502)426-6220.

## Hotel Accommodations

**Embassy Suites Louisville**  
9940 Corporate Campus Drive  
Louisville, KY 4023

**Rate:** \$149

**Cutoff date:** May 11, 2017

**Phone:** 502-426-9191

## Agenda - CAH Swing Bed Management: *From Soup to Nuts*

### Day I - Thursday, June 8, 2017

**9:00 AM – 9:30 AM**

**Registration**

**9:30 AM – 9:45 AM**

**Welcome and Introduction**

**9:45 AM – 12:00 PM**

- Review Swing Bed Regulations
- Medicare Qualifying Stay
- Skilled Medicare Beneficiary Benefits
- Swing Bed Utilization Benefits
- Highlights of a Rehab Model
- Physician Role, Documentation and Billing

**12:00 PM – 12:45 PM**

**Lunch**

**12:45 PM – 2:45 PM**

- Admission Criteria
- Skilled Therapy Services
- Therapy - Medical Necessity Documentation
- Nursing Documentation to Support Level of Care
- ADL Documentation to support rehab needs

**2:45 PM - 3:00 PM - Break**

**3:00 PM – 4:45 PM**

- Interdisciplinary Team (IDT) Process
- Referral process

- Goal setting / Discharge planning
- Team communication tools
- Notification of non-coverage
- Review of sample documentation forms

**4:45 PM – 5:00 PM**

**Discussion and Q&A**

### Day II - Friday, June 9, 2017

**8:00 AM – 10:00 AM**

- Conditions of Participation (CoP)
- Key P&Ps a program should have re: Swing Bed CoP
- Patient Orientation Guide
- Activity program
- Social services, Dietician and Dental components

**10:00 AM – 10:15 AM**

**Break**

**10:30 AM – 12:00 PM**

- Billing for Part A per diem and Part B services
- Growing SB Utilization (Internal & External)
- PI/QI and UR Data Gathering
- Review content on the memory stick provided
- Review best practice and call to action

**Note: May need an extra 30 min for Q&A so please try not to make plans to leave the conference before 12:30 pm on Friday**

Sponsored by:



**KHREF**

Kentucky Hospital Research and  
Education Foundation, Inc.

**The Rural Hospital Flexibility Program**

# Registration Form

## CAH Swing Bed Management: *From Soup to Nuts*

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Mail by May 31, 2017

### Please Complete Information:

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Years Experience with swing bed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Years Experience with swing bed \_\_\_\_\_

### Please list the areas you have the most questions about:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Complete Hospital Information:

Hospital \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

### Dietary Restrictions:

\_\_\_\_\_ Number of vegetarian meals required

\_\_\_\_\_ Number of gluten free meals required

### Registration Fees:

The fee for this program is: \$150 per participant (KHA member)  
\$450 per participant (non-member)

Number of participants \_\_\_\_\_ x fee = \_\_\_\_\_  
(amount enclosed)

- Check Enclosed (Make checks payable to KHREF)  
 Charge my Mastercard/VISA/American Express

Contact Donna Skinner at 502-992-4370 with card information or register online at [http://www.kyha.com/CM/Events/Evts\\_List.aspx](http://www.kyha.com/CM/Events/Evts_List.aspx)

Checks and registration forms need to be mailed by **May 31, 2017** to:

**KHREF**  
**PO Box 436629**  
**Louisville, Kentucky 40253-6629**  
**Phone: (502) 426-6220**  
**Fax: (502) 426-6226**



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