# Short-Term Resident Information Profile Policies Revised

September 29, 2014 Uncategorized

- Executive Directors
- Facility Business Office Coordinators
- Admissions Staff
- Business Office Managers
- Business Office Consultants
- Directors of Business Office Operations

The following paragraph was revised in admission policies 02010 (Admission Standards) and 02020 (Medicaid Pending) of the Business Office Policies and Procedures manual. The policy revision (shown bolded below) is effective immediately.

- "The Resident Information Profile must be completed for every admission, with the exception of **short-term stays (30 days or less)** for which third party coverage for 100% of anticipated charges has been confirmed. **For Medicaid, the patient must have confirmed SNF Medicaid entitlement in the state in which the LivingCenter is located or a Resident Information Profile must be completed."**

The revised policies can be read in their entirety by accessing the Business Office Policy and Procedures Manual located in the Policy Center.

**Questions?**

*Contact your Business Office Consultant or Director of Business Office Operations*



**Share this:**

Press This Twitter Facebook Google

Reblog Like

Be the first to like this.

**Related**

Health Care Counsel Referral Form Revised

Business Training Schedule Announced for August

September Training Schedule Announced for Various Business Office Topics

# Business Office Training Schedule for October

September 29, 2014 Uncategorized

- All Employees

Training will be provided during October on the following business office topics:

- Medicaid Pending
- Direct Deposit
- Resident Trust
- Deferral Strategies
- Bad Debt
- Authorizations and Notifications
- Missing Documents
- Business Office Duties and Frequency
- Weekly Business Office Meeting Template
- Private Collections

Business Office Consultants will be conducting the training sessions on the dates provided in the "October Training Schedule" attachment. Employees can sign up for the sessions by going to the company website and accessing them through the Learning Management System (LMS)

**IMPORTANT:** These training sessions will not be available through LMS for LivingCenter employees located in the state of Georgia, due to the transition to the company's new Learning Center. An article announcing the availability of these sessions in the new Learning Center will be provided in a future issue of InnerCircle.

## Resident Trust

Resident Trust was broken into Part 1 and Part 2 for the on-line (self-paced) training sessions. The ILT session will cover information from both parts; therefore, employees need only to sign up for the **Resident Trust Part 1** ILT session.

**Questions:**

*Contact your Business Office Consultant or Director of Business Office Operations*

**Attachment:**

October Training Schedule

**Share this:**

Press This Twitter Facebook Google

Reblog Like

Be the first to like this.

**Related**

Business Training Schedule Announced for August

September Training Schedule Announced for Various Business Office Topics

Compliance Reminders from Amy Brantley

# BUSINESS OFFICE TOPICS TRAINING SCHEDULE

**Training session times are provided in the Learning Management System (LMS)**

| October | | |
|---|---|---|
| **Topic** | **Frequency** | **Date** |
| • Bad Debt<br>• Deferral Strategies | 2nd Tuesday of the Month | October 14 |
| • Authorizations and Notifications<br>• Missing Documents | 2nd Wednesday of the Month | October 8 |
| • Direct Deposit | 2nd Thursday of the Month | October 9 |
| • Medicaid Pending | 4th Tuesday of the Month | October 28 |
| • Resident Trust (Part 1 and 2) | 4th Wednesday of the Month | October 22 |
| • Business Office Duties and Frequency<br>• Weekly Business Office Meeting Template<br>• Private Collections | 4th Thursday of the Month | October 23 |

# Safety Incentive Program: Apply for Third Quarter 2014

September 29, 2014 Uncategorized

- Executive Directors
- Directors of Nursing Services
- Directors of Clinical Education
- Safety Committees

**SAFETY AND LOSS CONTROL**

Starting October 1, 2014, submit your documentation if your LivingCenter has earned the Third Quarter 2014 Safety Incentive Program (SIP) award.

**Step 1. To Qualify for the SIP:**

- Your LivingCenter must not have had an injury that caused the employee to miss work beyond the state workers' compensation waiting period in the third quarter of 2014 and was paid by workers' comp for lost wages unless the facility had offered modified duty to the injured employee and either the injured worker turned down the modified duty or the modified duty of 60-90 days had been exhausted. This new criteria will also apply if your facility earned the second quarter Safety Incentive, but within the third quarter, the claim from April, May and June now does not meet the above criteria. (S&LC will help with a review of the claims and notifying you if your facility is eligible and should submit the additional documents to qualify for the SIP, since this is new way of reviewing eligibility!)
- Your LivingCenter must not have had an injury where the cause was manual lifting of a resident from the floor in the third quarter.

**Step 2. No later than Tuesday, October 28:**

1. Send Rita Harris ONE e-mail notifying her that your LivingCenter is eligible for the third quarter 2014 SIP.
2. Attach to THAT SAME e-mail a copy of your OSHA 300 log for 2014 YTD.
3. Attach to THAT SAME e-mail a copy of your July, August and September 2014 Safety Committee Minutes (minutes only, no other attachments/handouts).

**Step 3. Watch for an announcement in a November 10, 2014 InnerCircle, with the names of the LivingCenters that earned the SIP and the amount to be allocated to each LivingCenter.**

**Safety Committee minutes are required.**

An active Safety Committee is a vital part of the entire safety program, and Safety Committee meetings are where discussions about safety incentive expenditures should be taking place. Please note that submitting your July, August and September 2014 Safety Committee Minutes is now an eligibility requirement of applying for the SIP. When applying for the SIP, please make sure your LivingCenter name and location number are clearly stated in the subject line of your e-mail, on the OSHA log and on the Safety Committee Minutes  If you are unclear about Safety Committee requirements, please contact your Safety and Loss Control consultant.

**Need to submit documentation for third quarter 2014 SIP?**

Send **ONE** e-mail to Rita Harris: rita.harris@goldenliving.com

**Note 1:** Attach to the e-mail your 2014 OSHA log YTD and your July, August and September 2014 Safety Committee Minutes.

**Note 2**: The OSHA 300 logs for 2014 are to be kept in electronic format using the Excel file that is available via the intranet, on the Departments/S&LC/OSHA/OSHA Facilities Log 2014 Template.

**Questions**

If you have questions about the Safety Incentive Program, contact your Safety and Loss Control Consultant or the Safety and Loss Control department.



**Share this:**

Press This | Twitter | Facebook | Google

Reblog | Like

Be the first to like this.

**Related**

Safety Incentive Program: Apply for Second Quarter 2014 Safety Award

Safety Awards Announced for Second Quarter 2014

Medicare Second Quarter Credit Balance Reports Due by July 25

# Benefits News

# Quick Links

**[Golden Perks Online Shopping Portal]**
**(use Referral Code 7DYSTZ)**

**YourGoldenBenefits.com**
24/7 access to benefit plan information, Open Enrollment Details, Claim Forms, links to vendor websites, and more.

**Open Enrollment Guide**
Provides information about the plan changes for 2015 and important reminders and deadlines.

**PeopleSoft Self Service Guide**
Provides "how to" instructions on personal information employees can update/change in PeopleSoft including your mail/email address.

Share Benefits News with others and stay informed.

September 29, 2014

livewise. livewell.
Better Health is Golden

# Events

## Preparing for Open Enrollment coming this November!

- Update your Mail/Email address in PeopleSoft Self Service.
- Here's what's coming to you in the mail:
    - Open Enrollment Kits will be mailed early October.
    - Personalized Benefits Statement mailed mid-October.
    - Open Enrollment Conference Calls

| Oct 13, 17, 20, 24, 27, 31 and Nov 3, 7 | 9 am CT |
|---|---|
| Oct 15, 22, 29 and Nov 5 | 3 pm CT |
| **Call: 800-926-2291 — Meeting ID #1089**<br>(dial 8888 if calling from the Fort Smith or Plano offices) | |

**Questions?**
Speak with a Benefit Specialist by calling the HR Service Center at 800-777-2363 options 2, 2, 1. Hours are 7:30 a.m. to 5:30 p.m. CT, Monday - Friday.

# Reasons to Get Your Know Your Numbers (KYN) Health Screening

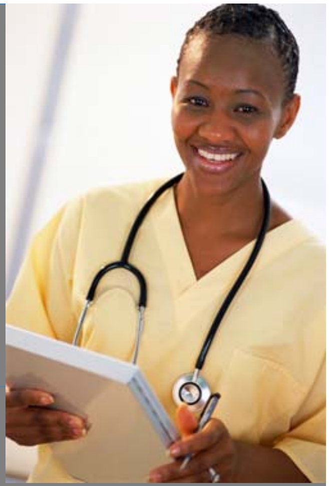
**If a doctor can stop or locate a health problem before it gets serious, you'll save a lot of money on medical bills down the road. According to the Partnership to Fight Chronic Disease, 46.7% of all deaths in the U.S. could have been avoided by simply getting an annual physical exam. Your KYN screening will:**

1. **Establish baselines.** Getting a physical will establish baselines for things like weight, blood pressure, and cholesterol. Using these baselines, your doctor can gauge your health's subsequent progression or regression.
2. **Detect health problems early.** According to the CDC, 133 million Americans are currently living with an undiagnosed chronic disease. Are you one of them?
3. **Stop diabetes before it starts.** Diabetes has been linked to heart disease, obesity, stroke, Alzheimer's, metabolic disorder and many other diseases. Diabetes Type 2 can be avoided completely in most cases, and in some, even reversed. Not seeing your doctor for an annual physical increases your risk by 2/3.
4. **Decrease risk of cancer.** For men, getting PSA checked; for women, getting a mammogram and regular pap test can help avoid or at least detect cancer early on.

The KYN screening can qualify you for a lower coinsurance. Click here to link to KYN program participation details.

Information taken from Patients Medical at http://info.patientsmedical.com

# KYN Health Screening Deadline Is Nov. 15, 2014. Why It's Important to Get Screened.



A benefit for Golden Health Plan members (Golden PPO, HRA and HSA).

## Reasons to Get Your KYN Screening

1. Uncover health issues early so that you can get medical assistance before your condition worsens.
2. KYN screening qualifies you to move from Tier 1 (default level) to a better tier level of coverage,
3. A better tier level of coverage will save you money because you pay lower coinsurance.
4. Qualify for $500 up to $2,000 company contributions into your HRA account.

## Get Screened by Your Doctor

Take the Wellness Screening Results Form to your health care provider. **Click here** to access the form on YourGoldenBenefits.com or call the HR Service Center and ask for a form. Remember — the deadline to submit your form to Provant is November 15, 2014.

## New to the plan?

If you have never participated in the KYN Screening, you can take the Wellness Screening Results Form to your doctor and start saving! See the "Get Screened by Your Doctor" section to access the form with instructions.

- Look for informational posters and flyers at your location with details about how to get ready for Open Enrollment.
- Check our website YourGoldenBenefits.com for benefit information.

**Questions?**
**HR Service Center**
**888-777-2363 options 2,2,1 or HRSC@goldenliving.com.**