



**ARROWHEAD REGIONAL MEDICAL CENTER
CLINICAL SOCIAL WORK
POLICIES AND PROCEDURES**

**POLICY NO. 172 Issue 1
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SECTION: DISCHARGE / TRANSFER COORDINATION

SUBJECT: ROOM AND BOARD PLACEMENT

APPROVED BY: _____
Social Services Manager

POLICY

Social Service Practitioners (SSPs) are the primary facilitators of Room and Board placements. The Clinical Social Work (CSW) Department will identify and coordinate the transition of patients requiring placement into a Room and Board. The SSP will ensure that the appropriate level of care needs are met in the transition to a lower level of care facility.

PROCEDURES

- I. The need for potential placement to a Room and Board can be identified based on the psychosocial assessment and/or SSP – physician collaboration. It should be noted in the patient's electronic medical record if the patient was in a Room and Board prior to admission.
- II. Once the physician has stated what the level of care needs of the patient will be, the SSP will discuss either return to the previous Room and Board or assist the patient and their family in securing another Room and Board.
- III. The SSP must ascertain that the patient has an income source and discuss payment issues with the patient.
- IV. Once discharge orders are written by the physician, the SSP will coordinate the transfer and arrange transportation if necessary.
- V. Discharge orders and medications should accompany the patient as well as any personal belongings.
- VI. All activities and phone calls will be documented in the patient's electronic medical record.
- VII. A patient that lacks the financial means for placement should be discussed with the Department Manager or Supervisor for alternative resources (Reference CSW Policy No. 114 – Self-Pay Patients).

**REFERENCES: Clinical Social Work (CSW) Policy No. 114 – Self-Pay Patients
The Joint Commission
Health and Safety Code 1262.5**

DEFINITIONS: N/A

ATTACHMENTS: N/A

APPROVAL DATE:

<u>N/A</u>	<u>Policy, Procedure and Standards Committee</u> Applicable Administrator, Hospital or Medical Committee
<u>03/29/2022</u>	<u>Stefanie Heim, LCSW</u> Department Manager
<u>06/16/2022</u>	<u>Nanette Buenavidez, Chief Nursing Officer</u> Applicable Administrator, Hospital or Medical Committee
<u>04/27/2022</u>	<u>Patient Safety and Quality Committee</u> Applicable Administrator, Hospital or Medical Committee
	<u>Board of Supervisors</u> Approved by the Governing Body

REPLACES: N/A

EFFECTIVE: 4/27/2022

REVISED: N/A

REVIEWED: N/A