



SWING-BED PROGRAM

Welcome to Avera Sacred Heart's Swing-bed program. We have provided this guide as a resource for you and your family to become familiar with the swing-bed program and to understand more about your stay in our unit. Please feel free to discuss any questions you may have with any of our staff.

Swing-bed phone numbers: Nurse's desk---(605) 668-8291 or (605) 668-8441

Patient room: (605) 668-8 plus the room number
(Example: Room 212 is 668-8212)

Rev. 7/06



PROGRAM GOAL

To provide a short term daily skilled level of care to assist in the transitioning of patient's from the acute level of care to a lesser level of care such as other nursing care facilities, rehabilitative center or home.



PROGRAM OBJECTIVES

1. To assure appropriate daily skilled nursing services or daily skilled rehabilitation services in an individualized manner to eligible patients.
2. To work in cooperation with all area providers of skilled nursing facilities to assure patients are appropriately admitted and retained in the swing bed program in accordance with South Dakota Department of Health regulations.
3. To provide specialized rehabilitative services needed by patients to improve and maintain the highest possible level of functioning.
4. To ensure patients have a planned program of continuing care after discharge that promotes their highest level of functioning.
5. To provide educational opportunities that will maintain and enhance the professional knowledge and expertise of those providing care to swing bed patients.
6. To comply with all South Dakota Department of Health regulations governing swing-bed patients.



MISSION

It is the mission of Avera Sacred Heart's swing-bed program to assist individuals to reach a higher level of wellness by providing skilled and/or restorative services including physical, occupational, speech therapy; medical and nursing supervision and other supportive services in a caring environment, as indicated by individual needs.

Anyone may take part in the swing-bed program regardless of denomination, race, color, creed or national origin. However, Avera Sacred Heart retains the right to reject any application or dismiss anyone who fails to comply with the policies of the facility or refuses to meet their financial obligations.



SWING-BED PROGRAM

The swing-bed program is a federally approved program for small rural hospitals. It is designed to be short term and temporary with discharge options being explored as an ongoing process starting on the first day. The average length of stay for the swing-bed patients at Sacred Heart is 7 days with the stay not exceeding two weeks. On your initial visit with the social worker, or her designee, a conference will be set up to occur on the second or third day you are here. You and your family or significant others will be encouraged to be present at that conference at which your progress, discharge goals and options will be discussed with you. The swing-bed team working with you will be present at this conference.



REFERRAL PROCESS

Referrals to swing-bed come from your attending physician once it has been determined you no longer require acute care level of services, but still have a skilled reason to stay in the hospital setting. The swing-bed case manager will review your medical record and confer with therapy staff and nurses currently working with you to evaluate and determine your skilled need. If it is determined you have an appropriate skilled need for this setting the swing-bed social worker will visit with you to give you information about swing-bed and to answer any questions you may have. If this visit is unable to be completed prior to admission to swing-bed it will be completed shortly after your admission. For out of house referrals the case manager makes a decision about your skilled need based on telephone and faxed information from the referring facility.



PAYMENT

Medicare/Medicaid and private insurances pay for skilled swing-bed services. To qualify for Medicare/Medicaid admission to swing-bed must be preceded by an acute hospital stay of at least three days. Any patient covered by government programs, Title XVIII, Title XIX, etc. will be billed for the balance after coverage is determined or payment received. Bill for government payment will be submitted in accordance with federal regulations.

For insurance patients, authorization for skilled swing-bed must be obtained prior to admission. After admission the case manager will be in communication with the insurance company regarding length of stay.

For private pay patients, the patient or patient's representative agrees to pay full charges following discharge from the swing-bed program. They will be notified of the daily charges prior to admission. There is a base rate for skilled care, which includes room, board, linens, bedding, nursing care and activities. The base rate does not include physician visits, nursing supplies, diagnostic tests, X-rays, respiratory therapy services, medications, or therapies.



SWING-BED TEAM

The swing-bed team consists of nursing, social services, case management and therapies. This team will meet with you and your family weekly to review your progress and to plan for your discharge. Your conference will be set up on admission and you will be informed by the social worker or case manager of the date and time. Your physician does not attend this conference but the case manager keeps him/her informed of your progress and expected discharge date from daily skilled services. You will be asked to sign a Medicare letter of Non-Coverage which gives the date that your team expects that you will no longer require daily skilled services and Medicare payment for these services would end. This letter is required to be signed 48 hours in advance of your expected discharge date.

Depending on your need other health care providers may become part of your team (dietician, pharmacist or Diabetic Educator).





GENERAL INFORMATION

PERSONAL BELONGINGS:

Patients will need several sets of clothing while in swing-bed, as they will be dressed in street clothes daily, unless they are having medical procedures done. The family needs to be aware that clothing or other personal belongings brought to the hospital or removed from the patient's room, are the responsibility of the patient/family so labeling of these items is advised.

MEALS:

Meal times are approximately at 7:30 am, 12:00 noon and 5:30 pm. Special diets are provided as ordered by the physician. Families are welcome to bring meals and favorite foods in providing it is acceptable with your diet. All foods brought in must be checked by nursing personnel. Please notify nursing at least one hour in advance if a meal will be brought in from home. At noon and evening meals the patient will be encouraged to eat in the dining room. Breakfast will be served in the patient's room. Family members may eat with the patient for a nominal charge. Please inform nursing if you will be requiring a meal sent for you.

VISITORS:

Family and friends are encouraged to visit. Family members may be included in some of the therapy sessions. Other visitors are asked not to visit with the patient while they are in a therapy session.

TELEPHONE AND TV:

There is a telephone and TV in every room. Any long distance calls will be billed to a home phone or will be collect calls.

LAUNDRY:

Swing-bed patient's personal laundry and clothing is the responsibility of the family. Nursing staff will inform family when clean clothing is needed.

CHAPEL:

The Avera Sacred Heart Hospital Chapel is available at any time for you and your family and is located in the hospital lobby. Pastoral Care and local ministers serve the hospital. Your own pastor is welcome to visit anytime.

MAIL:

Volunteers deliver mail to the floors Monday through Saturday. Assistance is provided with reading and opening mail if needed. Your mail should be addressed to:

Your name
Avera Sacred Heart Hospital
Swing-bed unit
501 Summit
Yankton, South Dakota 57078

PHYSICIAN VISITS:

Physician's are not required to make daily visits to their patients in the swing-bed unit as they do on acute however your physician will visit you as often as he/she feels is needed. Nursing will notify your physician, or the physician on call, if a medical/surgical needs arises.

A consultant physician may see you in swing-bed if needed, however usually all consultations are completed in acute before admit to swing-bed.

Avera Sacred Heart Hospital will assist you in obtaining routine or emergency dental care, if required.

ACTIVITIES:

Planned activities are provided under the direction of a Recreation Therapist and carried out by an activity aide. Activities will be planned on a one on one basis and there will also be group activities planned.



If You Have Questions . . .

Please call:
(605) 668-8000
and ask for the
Swing-Bed Manager
or Clinical Coordinator



501 Summit
Yankton, SD 57078

AVERA SACRED HEART HOSPITAL

*SB-10
Rev. 2/06, 7/06

YANKTON, SOUTH DAKOTA

ACKNOWLEDGEMENT OF SWING-BED INFORMATIONAL PACKET

I, _____ a patient of the Avera Sacred Heart Hospital Swing-Bed Program, hereby acknowledge that I have read the packet explaining the Swing-Bed Program. I understand the information in the packet or have had explained to me the parts I have questions about. I also understand that I may, at any time during my stay in this facility, request further explanation of this packet.

AGREEMENT FOR ADMISSION AND PAYMENT

Avera Sacred Heart Hospital is able to provide skilled Swing-bed services on a short-term basis. The average length of stay in Swingbed is 7 days with stay not exceeding 2 weeks. If you would need long-term skilled care, the Swingbed Social Worker would assist you in locating an appropriate facility.

Patient

Witness

Relative/Responsible Party

Date

Relationship