



# Managing the Admissions Process in Skilled Nursing Facilities

## 2019/2020 Medicare and Medicaid Changes

### DATE & LOCATION

**February 26, 2019**

9:00 am – 3:30 pm  
Handelman Conference Center  
7090 Samuel Morse Dr, STE 400  
Columbia, Maryland

Registration & Breakfast begin at 8:30 am. Doors open at 8:15 am

### TARGET AUDIENCE

- Business Office Staff
- NH Administrators
- Admissions Coordinators
- Social Workers

### CEU — 5.25

- Administrators
- Social Workers

### FEES

- LifeSpan Members — \$165
- Nonmembers — \$265

### PRESENTER

**Marianne L. Krebs, LNHA** is a licensed nursing home administrator in the State of Maryland, and has 30 years experience in the processes of Medicaid and Medicare billing and reimbursement. Her experience and expertise are in the operations and management of long term care, and in the analysis of accounts receivable and collections. Since June 2007, Marianne operates her own consulting business, MLKrebs Consulting. Prior to that, she was a consulting manager with the Health Care Consulting division of RSM McGladrey Inc. (formerly American Express Tax and Business), and has held similar positions in the industry

**IN THE EVENT OF  
INCLEMENT WEATHER,  
CALL 410-381-1176 FOR  
SEMINAR STATUS**

### PROGRAM & OBJECTIVES

This course will provide you with a comprehensive review of the regulatory requirements for admissions for nursing facilities under Medicare, Maryland Medicaid, Managed Care Organizations and Private Pay, and will include generic admissions policies and procedures which are vital in establishing an effective admissions process in the nursing facility.

1. Possess skills through understanding the admissions process from the very beginning; inquiry from various sources, verifying insurance coverage, establishing medical necessity for nursing facility services, and the facility's responsibilities of accepting the admission.
2. Understand the importance of communication skills for a "successful" admission
3. Gain knowledge of the expectations of the "admissions budget" through marketing and existing admissions practices; and, how to improve of such practices.

### TOPICS

- Development of the Admissions Process for Nursing Homes
- Admissions Process Policies and Procedures
- Managing the Admissions Process by Primary Payer
- Steps required for effective internal communications of each admission
- Review of 2019 / 2020 Medicare Case Mix changes and how to manage
- Receiving required information before and after admission according to Third Party Payers: Medicare, Maryland Medicaid, Managed Care Organizations
- Establishing Admissions processes for long-term and short-term (less than 30 days stay) care
- Tracking Census Days and maintaining budget for patient days revenue
- Updates and Changes under Maryland Medicaid, Medicare and Managed Care

### AGENDA

- 8:30 am Registration & Breakfast**
- 9:00 am - 10:30 am**
- Development of the Admissions Process for Nursing Homes
  - Admissions Process Policies and Procedures
  - Managing the Admissions Process by Primary Payer
- 10:30 am - 10:45 am Break**
- 10:45 am - 12:00 pm**
- Sifting through all forms and more forms: Admissions Agreement, Citizenship, Hospital Discharge Summary, Hospital Medical Physical, Managed Care Pre-Authorization Medical Plan of Care, and other forms
  - Establishing practices to verify insurance coverage and payment before admission
  - New 2019 / 2020 Medicare Case Mix and admission
  - Steps required for effective internal communications of each admission
  - Receiving required information before and after admission according to Third Party Payers: Medicare, Maryland Medicaid, Managed Care Organizations; MSP, Pre-Authorization for Skilled Nursing/ Rehabilitation Services (and rates), Maryland Medicaid Medical Eligibility 3871B, and more
  - Making Contact: Discharge Coordinator from Hospital, Business Office from discharging hospital, nursing facility, assisted living facility, or other institution
  - Obtain information from resident's representatives
- 12:00 pm - 12:45 pm Lunch**
- 12:45 pm - 2:00 pm**
- Establishing Admissions processes for long-term and short-term (less than 30 days stay) care in the nursing facility
  - Review of admissions under the new payment models for Medicare Part A (PDPM, VBPM)
- 2:00 pm - 2:15 pm Break**
- 2:15 pm - 3:30 pm**
- Review of generic admissions policy and checklists
  - Importance of "The Tour of the Facility" before admission
- 3:30 pm Adjourn**

## Continuing Education Credits

This program is approved for 5.25 continuing education hours. This program has been submitted to the National Continuing Education Review Service (NCERS) of the National Association of Boards of Examiners of Long Term Care Administrators. This course is approved for Category I continuing education credit for Social Workers license in Maryland.

## Registration Policies

1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

## Cancellation Policy

Refunds, minus a \$25 processing fee per registrant, will be honored if requested in writing five (5) business days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification.

## Inclement Weather Policy

If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are **CANCELLED**. Registrants will be contacted regarding rescheduling arrangements.

## DIRECTIONS

Handelman Conference Center 7090 Samuel Morse Drive, Suite 400  
Columbia, MD (Located at rear of Building)

### FROM INTERSTATE 95

Take the MD-175 W EXIT 41, toward Columbia. Merge onto MD-175 W/Rouse Pkwy. Turn slight right onto ramp to merge onto Columbia Gateway Dr. Follow approximately 1.5 miles to a left onto Samuel Morse Dr. (If you reach Robert Fulton Dr. you've gone too far). 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is at the rear of the building.**

### FROM ROUTE 32

Take Exit 14 for Broken Land Pkwy. Merge onto Broken Land Pkwy. Turn right onto Snowden River Parkway. Immediately after the light at Oakland Mills Rd. use the right lane to take the ramp onto Robert Fulton Drive. Follow to the end and turn right onto Columbia Gateway Dr. Take the 1st right onto Samuel Morse Dr. (If you reach Albert Einstein Dr you've gone too far). 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is at the rear of the building.**

### FROM FREDERICK and points West

Take I-70 E toward Baltimore. Continue on I-70 to merge onto US-29 S/Columbia Pike S via EXIT 87A toward Columbia/Washington. Keep left to take MD-100 E via EXIT 22 toward Glen Burnie. From MD-100 take Exit 3 for Snowden River Parkway. Immediately after the light at Oakland Mills Rd. use the right lane take the ramp to merge onto Robert Fulton Dr. Follow to the end and turn right onto Columbia Gateway Dr. Take the 1st right onto Samuel Morse Dr. (If you reach Albert Einstein Dr. you've gone too far). 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is at the rear of the building.**

## Registration Form

### Managing Admissions Process in Skilled Nursing Facilities

February 26, 2019

PLEASE PRINT. Copy this form for multiple registrants. Please register and return by **February 20, 2019**

Name \_\_\_\_\_ Title \_\_\_\_\_

Email (Work) **REQUIRED** \_\_\_\_\_

NH Administrator License # \_\_\_\_\_ NAB CE Registry ID# \_\_\_\_\_

Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Fee: LifeSpan Members **\$165** Non-members **\$265** Total Amount Due \$ \_\_\_\_\_

Please mail with check payable to: **THE BEACON INSTITUTE**, 7090 Samuel Morse Drive, STE #400, Columbia, MD 21046

Or fax with credit card information to **410.381.6061**



Name on Card \_\_\_\_\_ Account No. \_\_\_\_\_

CVV2 Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Card Holder Email Address \_\_\_\_\_