UC Riverside, School of Medicine Policies and Procedures
Policy Title: UCR Health Hospitalist Program at Riverside Community Hospital – Skilled Nursing Facility (SNF) Rounding Policy
Policy Number: UCR HHP 7.0

Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	04/15/2015
Date of Revision:	
Scope:	UCR Health Hospitalist Program

I. **Policy Summary**
   a. To constitute official policies amongst UCR Health Hospitalists.
   b. To ensure clear and concise communication between hospitalists who participate in SNF Rounds.
   c. To ensure proper coverage for patient at SNFs.
   d. To continuously provide effective and efficient patient care management, including new admissions, discharges, and transitions of SNF patient care from one hospitalist to another.

II. **Definitions** (Not Applicable)

III. **Policy Text** (Not Applicable)

IV. **Responsibilities** (Not Applicable)

V. **Procedures**
   A. *SNF ROUNDING RESPONSIBILITIES*
   The Hospitalist assigned as the SNF Rounding Physician for the week is responsible for:
      1. Rounding on SNF patients at least once a week, or more if the patient has an acute issue, and to round on new SNF patient admits within 48 hours. Custodial patients will be rounded on at least once a month.
      2. Signing all pending patient orders. There should be no orders pending physician signatures from the previous weeks when the new Rounding Physician starts their week.
      3. Is responsible for 24/7 coverage.. If unreachable, the SNF nurses will contact the Medical Director of RCH Hospitalist Service, Dr. Kharazmi and/or the Director of Hospital Medicine, Dr. Nduati.
      4. Being the only physician that should round at the assigned SNFs. The patients are listed under Dr. Mohammad Kharazmi's name for now and will slowly transition to UCR Health once the SNFs establish the change in their EMR systems.

B. MEDIMOBILE PATIENT ENTRY AND BILLING

1. Ensure the patient bill entry is assigned to the appropriate site, i.e. Arlington Gardens, The Grove, or Villa Healthcare. If not assigned to the proper site, the collection will go Riverside Community Hospital versus to the Hospitalists' Z Payment.
2. If the patient did not transfer from Riverside Community Hospital, the physician must manually enter patient demographic/information into MediMobile. Please note following data are needed to properly bill and process the charge:
   a. Name
   b. Date of Birth
   c. Medical Record Number
   d. SNF Site

VI.   Forms/Instructions (Not Applicable)

VII.   Contacts

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	mnduati@medsch.ucr.edu
Medical Director of RCH Hospitalist Service	951-788-3636	kharazmi@medsch.ucr.edu
Clinical Affairs Analyst	951-788-3636	lbaldes@medsch.ucr.edu

VIII.   Related Information (Not Applicable)

IX.   Revision History

New Policy (Creation Date: April 15, 2015)

Approval Signature(s):

Michael Nduati, MD, MBA, MPH
Director of Hospital Medicine

Mohammad Kharazmi, MD
Medical Director of RCH Hospitalist Service