

Transfer/Bed Hold Notice Prior to Hospitalization or Therapeutic Leave

Resident Name:

Resident Representative:

Date Notice Being Issued:

Dear:

*Please be advised:*

You/the above named resident is being transferred due to:

Hospitalization for:   Therapeutic Leave

**Your belongings:**

- Will be sent with you as requested
- Will be safeguarded until your return

**Bed Holds and Applicable Charges**

- You/the resident currently occupies a private pay bed; the private pay rate per day to hold the bed is: 
  - As long as payment is received, there is no limit on how long the bed can be held
- You/the resident currently occupies a Medicare bed
  - Medicare will not pay to hold your/the resident's bed. You may pay privately to hold the bed at the rate stated above.
- You/the resident currently occupies a private insurance bed
  - Insurance will not pay to hold your/the resident's bed. You may pay privately to hold the bed at the rate stated above.
- You/the resident currently occupies a Medicaid covered bed
  - Per State regulation, your bed must be held for ten days at no charge for hospitalizations and 24 days per calendar year for therapeutic leave; bed-hold for days in excess of these limitations are considered non-covered services; should this occur, your/the resident's own income can be used to cover additional days.
    - If you/the resident does not elect to pay for additional bed-hold days, with the exception of cases where the facility feels readmission is not appropriate and initiates discharge:
      - You/the resident will still be permitted to return to your previous bed if it is available
      - You/the resident will be given the option to accept the next available bed

Notice Presented by (print and sign):

Notice Received by (print, sign, and date):

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**Office use Only**  
**(To be Completed on office Copy After Notice Distributed)**

**Above Notice Provided to:**

- Resident on \_\_\_\_\_ (if no, explain):
- Resident Rep on \_\_\_\_\_ (if no, explain):

**See Reverse side for FAQ's Regarding Bed Holds**



**What is a bed hold?**

A bedhold is when a healthcare center holds a bed for a resident when he/she is hospitalized and/or goes on therapeutic leave.

**What is a therapeutic leave?**

An absence for purposes other than required hospitalization.

**Does this facility have a bed hold policy?**

Yes, and it is presented to residents and/or their representatives upon admission. Additionally, residents and/or their representatives are given the notice found on the reverse side of this sheet whenever there is a hospitalization or therapeutic leave.

**Will I / the resident I represent be able to come back to this facility even the bed was not held?**

Residents have a right to return to the same nursing home IF there is an available bed. And even if someone has taken a resident's "old" bed, they are entitled to return to the first available bed in a semi-private room.

**What if the facility is full?**

Very few nursing homes are so full that a bed would not be available. If this happens, however, the hospital must help with finding another center where beds are available. Then, if desired, a transfer back can be facilitated once beds are available again.

**What if you say you don't have a bed when you really do?**

If you suspect this to be the case, you may contact the Office of the Ombudsman at:

**Office of the Ombudsman**

Call Toll Free Intake Line: 1-877-582-6995

Email: [ombudsperson@ooie.nj.gov](mailto:ombudsperson@ooie.nj.gov)

Write: The Office of the Ombudsman

P.O. Box 852

Trenton, NJ 08625-0852

Fax: 609-943-3479

**Note:** If a nursing home doesn't readmit you back in when a bed is available, this is called an involuntary discharge. You have a right to receive a 30-day involuntary discharge notice which includes notice of your appeal rights.