



## Bed Hold Request Form

A County Funded SNF can request a bed hold when a client is admitted to a hospital for acute care (either for a psychiatric or physical health reason) or AWOLs from the SNF and if the SNF anticipates readmitting the client. A bed hold of up to 7 days will be granted for a hospital admission (either psychiatric or physical health). A bed hold of up to 3 days will be granted if a client AWOLs from the County Funded SNF. Please note that the only reasons for requesting a Bed Hold are an admission to an acute care hospital or an AWOL.

**Please complete and return this form to Optum LTC Fax at (888) 687-2515.**

<b>Date:</b>	
<b>Name of County Funded SNF requesting bed hold:</b>	
<b>Contact name at County Funded SNF:</b>	
<b>Contact phone number:</b>	
<b>Contact fax number:</b>	
<b>Date bed hold to begin:</b>	
<b>Name of client:</b>	
<b>Client's date of birth:</b>	
<b>Reason for bed hold:</b>	<input type="checkbox"/> <b>Admission to Acute Care Hospital</b> Describe circumstances of hospital admit and give name of hospital:



<b>Reason for bed hold: (continued)</b>	<input type="checkbox"/> <b>AWOL</b> Describe circumstances surrounding AWOL:
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**For Optum Use only:**

- 3 day bed hold for AWOL approved. Bed hold begins . Last bed hold day is .
- 7 day bed hold for hospital stay approved. Bed hold begins . Last bed hold day is .

<b>Name of Optum Staff Approving Bed Hold:</b>	
<b>Date Approval Faxed Back to County Funded SNF:</b>	

**Contact Information for Optum:**

LTC Phone Line: (800) 798-2254, Option 6

LTC Fax: (888) 687-2515