

## SCHEDULING POINTS TO REMEMBER

- **MEDICARE WEEK: Monday through Sunday**
  - Patient frequencies for the week should be met during these days
  - Frequencies are to be specific, no ranges allowed
- **NEW ADMITS (skilled):**
  - **Monday through Friday**
    - If patient is admitted **PRIOR to 3:00pm**, the eval should be initiated on the same day as possible
    - If patient is admitted **AFTER 3:00pm**, the eval should be initiated by the next day as possible
    - **Many sites have requested the deadline be extended to 5pm. Rotate staff work time to have adequate coverage to allow for meeting the needs of the facility.**
  - **Weekend admits (Saturday and Sunday)**
    - If admitted **PRIOR to 12:00 noon**, eval should be initiated on the same day as possible
    - If admitted **AFTER 12:00 noon**, eval should be initiated by the next day as possible
- **New Admits (non-skilled):**
  - Screen resident within 1 week of admission
- **FOR EMERGENCY COVERAGE ISSUES**
  - Contact the 24 hour line: 630-244-5139 (this may change from time to time)
  - Identify yourself, the facility and the days where coverage is needed
  - Report the number of patients/hours and discipline needed at the facility