

Weekend Process

Upon arrival at facility:

- Check mailbox for any face sheets
- Check with the admission board, the receptionist and whomever is in charge of admissions and **ensure that you are aware of all admits** to the facility
- Check to see if any new admit has already been evaluated. If not you must ensure they are scheduled for an eval (if in a skilled bed) or screen (if in nonskilled bed). Remember, anyone in a nonskilled bed can not be evaluated over the weekend until the payer source has been confirmed and a consent form has been signed.
- If only assistants are in the building, you must call CPT 24 hr line (630-244-5139) and request the PT or OT needed for the evaluation. If no one from CPT is in facility, the facility on call manager should have the CPT # to call in the need for an eval.
- Periodically check with the facility on any more admissions including receptionist, department head in charge, etc....
- Any patient admitted prior to _____ Saturday and _____ Sunday need to be **evaluated the same day!**
- Complete any required documentation per Care Provider Daily Schedule
- Treat patients for at least the minimum minutes scheduled / as tolerated by pt
- If you miss any scheduled minutes, notify the supervisor
- Computer Process – see computer instructions:
 - Add any new patients to the computer
 - Complete all billing for services rendered in the computer
 - Clock out when complete
- Clean up the department prior to leaving the facility

- If an injury occurs while at work you need to consult with the nurse. The policy should be posted on CPT web site www.cptrehab.com/benefits It is also your responsibility to notify the dep't supervisor and CPT. Please call 630 – 766 – 0505, ext. 201 and notify the business office that you have had an injury at work.