Referral, Admission and Discharge Log							
Client Initials	Medicaid (M) or Private Pay (PP)	CMA Name	Date Referred	Date Admitted	Date discharged or denied admission	Reason Discharged or denied admission	Discharged to

Home should keep records of all contact and referrals to show all attempts to obtain Medicaid clients
Medicaid Pending clients are considered Private Pay clients until approved for Medicaid

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Updated 8/7/14 A.England

Foster Family Homes may use these sample policies/forms. If chosen, they will be followed as written. Homes may write their own policies and make their own forms. However, they must meet the Hawaii Administrative Rules guidelines. Homes do not have to use samples provided by CTA.