



Totally Kids[®] Specialty Healthcare **Admission Process**

Loma Linda Phone: (909) 796-6915
1720 Mountain View Ave.
Loma Linda, CA 92354
Fax: (909) 799-7034
(San Bernardino area)

Sun Valley Phone: (818) 252-5863
10716 La Tuna Canyon Road
Sun Valley, CA 91352
Fax: (818) 252-6450
(Los Angeles area)

Thank you for your referral.

Totally Kids Specialty Healthcare is a freestanding Pediatric Subacute facility developed to serve children with medical fragility and dependence on technology for support and survival. We are licensed as a skilled nursing facility with an additional contract with the State of California to provide subacute services. Children may only be admitted to this level of service upon a physician's order and only if the facility is able to provide the necessary care for the patient. It is the responsibility of the transferring facility to ensure the child's condition is stable for transfer. Pre-admission screening of health needs and psychosocial needs must be performed prior to the Admission Committee being able to determine if we can serve the child being referred.

1. To facilitate this process, please assist us with the following information as soon as possible.
 - Face sheet
 - History and physical
 - Three (3) days of recent and consecutive physician progress notes
2. If the information indicates that an admit may be possible, a Case Manager will call you to arrange for an on-site evaluation.

At the time of on-site evaluation, we will need copies of the following medical record information:

- Current Medication Admission Record (MAR)
 - Three (3) days of nurse's notes
 - Three (3) days of respiratory notes
 - Current labs, cultures, x-rays reports
 - Rehabilitation therapy evaluation, if available
 - Consults pertinent to hospital stay
 - Immunization records
 - Surgical reports, e.g. gastrostomy, tracheostomy
 - Social Services notes including discussion of prognosis/family interaction
3. After our Admissions Committee and Medical Director approvals, we will request that the parents or the guardian come to the facility to tour and sign consents for admission. This must be done before the child is admitted. Signing consents can take as long as 2 hours, so please have the family call the designated Case Manager to schedule a tour as soon as possible.



Totally Kids® Specialty Healthcare Admission Process

4. Physicians not on staff at Totally Kids Specialty Healthcare must complete the credentialing/privileging process before providing patient care in the facility. For information on physician privileging, please contact:

Administrator at (909) 796-6915, ext. 102.

Administrator at (818) 252-5863, ext. 202

5. Your discharging physician should speak with our Attending Physician before discharge to give a review of systems. This should occur prior to the child leaving the discharging facility. A Transfer Summary must accompany the child.
6. On the day of discharge, please have your bedside nurse review the child's hospital stay with our facility Charge Nurse prior to transfer.
7. Discharge orders and discharge summary need to be received prior to the anticipated discharge date for physician review. Discharge orders need to include a list of medications with diagnoses and dosages, treatments, feedings, ventilator settings, and follow up appointments as appropriate. These items are necessary to coordinate services with our contract vendors.

Ventilators: Patient must be stable with no setting changes for at least 48 hours. Oxygen requirements greater than 35% require physician-to-physician discussion. It is important to transition and stabilize the patient prior to transfer.

Tracheostomy: If the child has had a recent tracheotomy, the stoma must be stable and have had at least one tracheostomy tube change performed prior to discharge to Totally Kids. The facility does not accept adjustable tracheostomy tubes.

Infectious Diseases: Patient must be afebrile for 48 hours prior to initial admission to the facility.

Behavioral Disorders: The facility does not provide services for children with significant behavior or mood disorders, which includes, but is not limited to, borderline personality disorder, suicidal ideation, or self-mutilation.