


Name of Policy: <u>Coordination of Services</u> Policy Number: 3364-137-IPG-05 Department: Rehabilitation Services Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Director, Therapy Services Scope: Rehabilitation Services	 Effective Date: 12/1/2022 Initial Effective Date: 10/1980
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Services rendered to patients will be coordinated to promote continuity of care.

(B) Purpose of Policy

To facilitate continuity of care among community agencies, facilities, and disciplines, to ensure a coordinated and integrated approach to treatment, family instruction/counseling, and discharge planning.

(C) Procedure

1. The care coordination staff will facilitate communication between UTMC and community resources.
2. Representatives of each rehabilitation service shall attend the team conference, trauma rounds etc. as appropriate, based upon their location of service. Information and disbursing recommendations will be communicated to the primary clinician (if other than themselves).
3. Effort shall be made when indicated to meet with the nursing staff and communicate information regarding positioning, transferring, communication, and ADL techniques, including swallowing precautions, to meet the needs of the patient.
4. The Rehabilitation Services Department shall, upon request, provide formal in-service education for the nursing staff, other disciplines, other facilities, and community referral sources.
5. Documentation of recommendations between services shall be recorded in the appropriate service record of the patient.
6. Each individual staff therapist is responsible for arranging continuity of care for his/her patients.

Approved by: /s/ _____ 12/01/2022 Alison Matson PT, DPT, NCS Director of Therapy Services /s/ _____ 12/01/2022 Christine Stesney-Ridenour, COO Date	Review/Revision Date: 8/84 9/98 10/85 9/99 9/87 9/2000 10/88 5/2002 5/89 9/2003 7/90 5/2006 10/91 8/2006 8/84 8/2009 8/93 7/2012 3/96 11/1/2016 10/97 11/2019 12/2022 Next Review Date: 12/1/2025
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Policies Superseded by This Policy: 23-IPG-05

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.