



Santa Clara
Family Health Plan
The Spirit of Care

To: Skilled Nursing Facilities
From: Jennifer Clements, Director, Provider Network Management
Date: June 21, 2017
Subject: **New Long-Term Care Discharge Notification Form**

Dear Providers:

Santa Clara Family Health Plan (SCFHP) has updated its forms to facilitate communication with Skilled Nursing Facilities about the status of our members in Long-Term Care (LTC).

Long-Term Care Discharge Notification Form: Please submit the completed LTC Discharge Notification Form within 24 hours of any LTC discharge, along with member's Discharge Plan and/or Discharge Summary.

Bed Hold Authorization Request Form: Until further notice, please use the Bed Hold Authorization Request Form for bed holds.

The forms are available on our website, and you can download them by following this link:
<https://www.scfhp.com/for-providers/forms>

Please forward this notification to the appropriate staff at your facility. If you have any questions, you may contact provideroperations@scfhp.com.

Thank you in advance for your cooperation!