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| TITLE | Swing Bed Accounting and Cost Report Standard Operating Procedures |
| TODAY’S DATE | December 11, 2020 |
| SECTION | [ ] Organization Wide [ ] PPE [ ] OB/GYN[ ] Emergency Department [ ] Surgery[x] Inpatient [ ] Ambulatory[ ] Nursing [ ] Medical staff [physicians and advance care practitioners] |

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| APPLICABLE LOCATIONS | [ ] All Bozeman Health locations[x] Bozeman Health Deaconess Hospital[x] Big Sky Medical Center[ ] Belgrade Clinic + UrgentCare[ ] Hillcrest Senior Living[ ] b2 UrgentCare [ ] b2 MicroCare |

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| APPROVED BY | Incident Command |
| APPROVAL DATE | December 11, 2020 |

**PURPOSE:**
The purpose of this standard operating procedure (SOP) is to define the financial structure set-up for swing bed services to allow proper accounting and cost report requirements to be met.

**PROCEDURE**:
The swing bed waiver may be be utilized within our current acute floor Deaconess Hospital and Big Sky Medical Center departments or the new Deaconess Hospital Alternative Care Facility (ACF) to be operated in partnership with the State of Montana. From a cost report perspective, the most critical aspect is properly accounting for swing bed days. From an accounting perspective, in addition to the days we need to be able to financially track the ACF operations completely separate from existing acute locations. As such, the following set-up is to be utilized:

 



**OTHER POLICIES/PROTOCOLS TO REFERENCE**

CMS 1135 Blanket Waiver: Expanded Ability for Hospitals to Offer Long-term Care Services (“Swing-Beds”) for Patients Who do not Require Acute Care but do Meet the Skilled Nursing Facility (SNF) Level of Care Criteria

**SCOPE:**

We anticipate these adjustment to be temporary and reserve the right to revise or discontinue these adjustments with or without notice depending on the current understanding and/or business needs of Bozeman Health relating to COVID-19.