

Ohio Department of Medicaid  
**FACILITY COMMUNICATION**

The purpose of the form is to report admissions and discharges of nursing facility residents. Required fields are marked with an asterisk (\*), but only the required fields within the section that is being completed by the submitter must be answered.

I. RESIDENT INFORMATION		
<b>First Name*</b>	<b>Last Name*</b>	<b>Middle Initial</b>
<b>Medicaid Number</b> <i>(12 digits)</i>	<b>Social Security Number*</b>	<b>Date of Birth</b> <i>(mm/dd/yyyy)</i>
<b>If individual does not have a Medicaid Number, has a Medicaid application been submitted?</b> <input type="checkbox"/> Yes <i>(provide application date)</i> <input type="checkbox"/> No <input type="checkbox"/> Unknown		<b>Application Date</b> <i>(mm/dd/yyyy)</i>
II. FACILITY INFORMATION – ADMISSION OR NF TRANSFER		
<b>Admission Date</b> <i>(mm/dd/yyyy)*</i>	<b>Type of Admission*</b> <input type="checkbox"/> Fee-For-Service <i>(submit to PAA)</i> <input type="checkbox"/> Managed Care <i>(submit to ODM)</i> <input type="checkbox"/> New Medicaid Applicant <i>(submit to PAA)</i> Plan Name: _____	
<b>Comments:</b>		
III. FACILITY INFORMATION – DISCHARGE, DEATH OR NF TRANSFER		
<b>Date of Discharge*</b> <i>(mm/dd/yyyy)</i>		
<b>Reason for Discharge*</b> <input type="checkbox"/> Waiver Enrollment <input type="checkbox"/> NF to NF Transfer <input type="checkbox"/> Death <i>(mm/dd/yyyy):</i> <input type="checkbox"/> Assisted Living Waiver Enrollment <input type="checkbox"/> Home/Community <input type="checkbox"/> Other: _____		
<b>Comments:</b>		
IV. SUBMITTER INFORMATION		
<b>Submitter Name*</b> <i>(First and Last)</i>	<b>Facility Name*</b>	<b>Medicaid Provider Number*</b> <i>(7-9 digits)</i>
<b>Email Address*</b>	<b>Telephone Number*</b>	<b>Date*</b> <i>(mm/dd/yyyy)</i>

**Instructions for submitting the form:**

SECTION COMPLETED	CIRCUMSTANCE	WHERE TO SUBMIT
Section II	Fee-For-Service (FFS) individual admitted to nursing facility or individual applying for Medicaid (new Medicaid applicant)	NF shall submit the form to the PAA within their region within 10 business days
Section II	Managed Care individual admitted to nursing facility	NF shall submit the form to ODM via secure email ( <a href="mailto:NFStay@medicaid.ohio.gov">NFStay@medicaid.ohio.gov</a> ) or FAX to 614-466-6945 or 614-387-7661 within 10 business days
Section III	FFS or Managed Care discharge from a nursing facility	NF shall submit the form to ODM via secure email ( <a href="mailto:NFStay@medicaid.ohio.gov">NFStay@medicaid.ohio.gov</a> ) or FAX to 614-466-6945 or 614-387-7661 within 10 business days