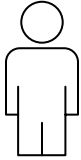


OVERVIEW



WHO TO REFER:

- Patients ONLY who are medically appropriate for discharge
- MAXIMUM TWO NIGHT STAY
- Psychosocial screen by Case Management (CM) / Social Work (SW) / Care team to determine support needs and appropriateness for UVA Health sponsored hoteling

WHEN TO USE:

- Ride challenges due to psychosocial-economic needs or distance home
- Outpatient Follow Up (day after discharge)
 - clinic appointment, infusions, advanced imaging study
- Delay in outpatient procedural cases (OPSC, IR) and patient unable to safely travel home

BEST PRACTICES:

- Room allocation prioritized to discharges followed by procedural areas choosing to admit patients versus sending home
- Reservations are for PATIENTS only (rooms are not intended for family members who are in need of lodging while loved one is admitted)
- Reservations will be made on a first come, first served basis



PROCESS

Amy Schmidt-Morris will provide a daily update on room availability by 1000 to CM/SW. Potential for update to be provided during mid-morning management meeting

TO REQUEST A ROOM

- Care team determines suitability and appropriateness for UVA sponsored hoteling
- Care team reviews hoteling plan with patient and/or caregiver to determine understanding of need to be good stewards
- Care team designee will contact Amy Schmidt-Morris via email / text with reservation request

**Reservations can be made 7 days a week
between 1700 and 2200 (weekends reach out via text / phone call).
No reservations facilitated between 2200 and 0600.**

- Information required:
Patient Name, MRN, phone number, hoteling length of stay, service line/clinical area, reason and 24/7 care team point of contact
- Amy Schmidt-Morris will provide care team designee with hotel/room confirmation
- Care team designee will update patient and ensure travel arrangements to and from hotel are made