Long Term Care (LTC) facilities funded by San Diego County can request a bed hold when a client is admitted to a hospital for acute care (either for a psychiatric or physical health reason) or AWOLs from the LTC facility. Please note that a Bed Hold should only be requested if the facility anticipates accepting client back within 14 days. If it appears that a longer bed hold is needed, please request an extension directly from the County COR and Optum Medical Director.

**Please fax completed form to Optum at (888) 687-2515. Thank you.**

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| --- | --- |
| Date | Click or tap here to enter text. |
| Name of Facility Requesting Bed Hold | Click or tap here to enter text. |
| Contact Name at Facility | Click or tap here to enter text. |
| Contact Phone Number | Click or tap here to enter text. |
| Contact Fax Number | Click or tap here to enter text. |
| Date Bed Hold to Begin | Click or tap here to enter text. |
| Client Name | Click or tap here to enter text. |
| Client’s Date of Birth | Click or tap here to enter text. |
| Reason for Bed Hold | Admission to Acute Care Hospital  Describe circumstances of hospital admit and give **name** of hospital  Click or tap here to enter text.  AWOL  Describe circumstances surrounding AWOL  Click or tap here to enter text. |
| Will Accept Client Back | Yes  No - If no, submit a discharge form |