 <p>State of New Mexico MINERS' COLFAX MEDICAL CENTER 200 Hospital Drive Raton, New Mexico 87740</p>	DEPARTMENT: Long Term Care Administration	SUBJECT: Non-Miner Admission to Miners' Colfax Medical Center Long Term Care Facility
	DATE ORIGINATED: June 1988	DATE REVISED: 8/28/09
	CATEGORY: Nonclinical	Page 1 of 3
	APPROVED BY/DATE: 8/28/09	ADOPTED BY/DATE: <i>R.S.P. Fleming</i> 8/28/09

Non-Miner Admission to Miners' Colfax Medical Center Long Term Care Facility

1. Purpose:

To establish clear, measurable criteria to meet the laws of the United States of America, and the State of New Mexico which meet the legal requirements for the Miners' Hospital in Raton, New Mexico for the care of Miners requiring Long Term Care Admission. The rules and regulations are consistent with prior admissions under the Miners' Trust since it was founded in 1903 as set forth by previous governing bodies. This provision has been agreed to by the United States Attorney General and the State of New Mexico Attorney General, both being parties to the Miners' Trust.

2. Applicability: Miners' Colfax Medical Center (MCMC) Board of Trustees, Long Term Care (LTC) Administration, MCMC Administration, Social Services, LTC Nursing, LTC Medical Director, Care Management, and the Business Office Manager

3. Effective Date: Immediately as approved by the Board of Trustees


4. Policy:

The specific nature and level of benefits available shall be determined by the Board of Trustees and is subject to change. This policy shall apply only to the Low Nursing Facility (LNF) section of the facility and NOT the Adult Residential Sheltered Housing (ARSH). The number of available beds for non-miner residents shall be limited to five (5). All applicants must have an immediate need for placement in a long term care facility. The applicant bears the burden of proof that they meet the applicable criteria. Provision of fraudulent or misleading information may result in criminal prosecution, discharge from facility and/or denial of benefits.


5. References:

- 5.1 NMSA 1978, Section 23-1-1 (2002)
- 5.2 1915-16 Op. Attorney General 38
- 5.3 Enabling Act of New Mexico, Chap 310 Stat. 557, June 20, 1910
- 5.4 Ferguson Act, Chap 489, Stat. 484, June 21, 1898
- 5.5 NMAC 7.9.2, Requirements for Long Term Care Facilities, August 31, 2000

6. Procedure: For non-miner beds, a random selection for admissions shall take place after a 14 day application period.

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- 6.1 Application procedure. The applicant must have needs assessment for assistance requiring nursing and or daily support.
- 6.1.1 The applicant must meet qualifications required by Miners Colfax Medical Center mid-level provider or nursing assessment screening.
- 6.1.2 The applicant shall pay thirty (30) days in advance in the amount of prevailing MCMC Long Term Care Facility charges.
- 6.1.3 The applicant must be in need for medical, health, and/or nursing services within the scope of the services and staffing available at Miners' Colfax Medical Center Long Term Care Facility under both State and Federal regulations and licensure guidelines.
- 6.1.4 A completed application and all supporting documentation must be submitted by the applicant or representative(s) prior to consideration for admission.
- 6.1.5 The Long Term Care Admission Committee will be comprised of a panel made up of at least three (3) of the following individuals that will consider all available information and make a recommendation of admission or denial of admission to the Chief Executive Officer (CEO):
- Long Term Care Administrator
 - Long Term Care Medical Director
 - Long Term Care Director of Nursing
 - Social Services Manager
 - Care Management Director
 - Business Office Manager
- 6.1.6 The Long Term Care Admission Committee will convene and review the completed application (see MCMC Policy *Long Term Care Internal Admission Process*). The Committee will communicate with the applicant/family, current care providers, or others as needed to obtain additional information if necessary regarding care needs.
- 6.2 Admission Procedure: For non-miner beds, a random selection for admissions shall take place after a 14 day application period and will be conducted as follows:

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- 6.2.1 The ability to meet the unique characteristics of the applicant is at the sole discretion of administration.
- 6.2.2 The Administrator, Social Service Director, and Director of Nursing will conduct a drawing by number, which will be witnessed by two Board members.
- 6.2.3 The Business Office Manager will assess the prospective resident for ability to pay and review the private pay contract.
- 6.2.4 A nursing assessment will be done on the prospective resident whose name was drawn.
- 6.2.5 Based upon the nursing assessment & financial eligibility, the prospective resident is determined to not be suitable for placement, the process will begin again at step (6.2.2).
- 6.2.6 All applications will be maintained for ten (10) working days after all beds are filled. If within those ten days, a bed becomes available, the process will begin again at step (6.2.2). At the end of this period all remaining applications will be returned.
- 6.2.7 The Long Term Care Admission Committee will consider all available information and make a recommendation of approval or denial for admission in writing, accompanied by all related documentation, to the CEO within twenty (20) working days of receiving the application.
- 6.2.8 An admission status in writing to the applicant or applicant's representative will be written within twenty (20) working days.
- 6.2.9 The CEO will notify the Long Term Care Admission Committee of his/her decision by sending a copy of the letter sent to the applicant/representative accompanied by all of the application materials.
- 6.2.10 If the admission is approved, the applicant will have 30 days to enter into the LTC facility for care. If the approved applicant does not enter into the facility within 30 days, he/she must reapply for admission.