

MEMORANDUM

TO: **Hospital, Hospice, Nursing Facility Admission Staff, Social Workers and Discharge Planners**

FROM: **Pre-Admission Review Unit**

DATE: **January 9, 2012**

RE: **Martin Luther King Jr. Holiday**

PLEASE NOTE WE WILL BE CLOSED MONDAY, JANUARY 16, 2012 IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY.

Pre-Admission Review extended coverage **for last minute and emergency requests** for our site will be available as follows:

5:00 PM Friday, January 13, 2012 through Sunday, January 15, 2012 at Midnight.

Please be sure to fax your requests to the site providing this service. Their **fax number is (419) 222-8262**. If you need to speak with someone, you may leave a voice mail at 419-222-7723. This voice mailbox is checked regularly.

Limited staffing will be available for extended coverage so please send your requests to us by 10:00 AM on Wednesday, January 11, 2012 for your weekend and holiday discharges and/or admissions to ensure adequate time for processing.

Any requests received in our office while we are closed will be processed on our next business day.

Please share with others in your facility who need this information.

Thank You!