



Illinois Life and Health Insurance Guaranty Association

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Assisted Living Claim Submission Checklist

WHAT YOU NEED TO KNOW BEFORE FILING A CLAIM

HOW TO COMPLETE THIS CLAIM FORM

The **Claimant Statement section** of the claim form should be completed in its entirety by you or by your designated Power of Attorney.

The **Assisted Living Facility Provider section** should be completed in its entirety by the Director of Nursing or equivalent at your designated facility.

The **Attending Physician Statement section** should be completed in its entirety by your Primary Care Physician and/or the physician recommending Assisted Living Facility Care.

CLAIM DOCUMENTATION NEEDED

You and your designated Power of Attorney will need to acquire the following documentation for this claim.

- Fully completed claim form. Any information left blank will cause delay with your claim.
- Itemized Assisted Living Facility billing statement showing dates, a description of the services performed, and the amounts you were charged for these services from your date of admission until current.
- Copy of the facilities current license. (if required)
- Copy of Power of Attorney document. (if applicable)
- Completed Assignment of Benefits form if benefits are to be assigned.
- Copy of hospital bill for any hospital confinement preceding Assisted Living Facility confinement.

** This information is necessary in order to process a claim for benefits. Once the information is received we will review the file. Should we require additional information be submitted to process the claim, you will be notified in writing. The information provided is for informational purposes only. It is not a guarantee or certification that benefits will be paid. Benefits due, if any, will be paid only in accordance with the terms and conditions of the policy and only after final claim papers have been received and any necessary investigation has been conducted. **

**ASSISTED LIVING PART I- CLAIMANT'S STATEMENT
TO BE COMPLETED BY CLAIMANT OF POWER OF ATTORNEY ONLY.**

List All Policy Numbers:

Full Name of claimant representing above policy number(s)

Social Security Number _____ Date of Birth _____

Policyholder's Address _____

City _____ Country _____ State _____ Zip _____

Telephone Number _____ Email _____

Please check if this is a new address

When did you first notice pain, discomfort or any indication of your condition? _____

Nature of sickness or injury _____

Have you previously been treated for this condition? Yes No When? _____

Were you hospital confined? Yes No When? _____

If yes, name and address of hospital _____

List name, address and phone number of your family doctor _____

PATIENT'S AUTHORIZATION

I hereby authorize all physician, hospitals, clinics, medical practitioners, dispensaries, nursing homes, home health care agencies or other medically related facilities (including other insurance companies such as BCBS), or employer, governmental agency to permit the Illinois Life & Health Insurance Guarantee Association or its representative to obtain or review a copy of your records pertaining to the examination, treatment, history, prescription and medical expenses of the undersigned. A photostatic copy of this authorization shall be valid as the original. This authorization will only be valid for a total of 36 months or the resolution to this claimant's care.

Signature

Date

Name, address and phone number of person holding Power of Attorney (if applicable) _____

Date Power of Attorney was effective _____

**PART II- ASSISTED LIVING FACILITY STATEMENT
TO BE COMPLETED BY DIRECTOR OF NURSING**

Give the current level of patient's functioning. **CHECK** the number that corresponds with the most accurate description listed below.

1. **Independent:** Can perform an activity by oneself with or without the aid of equipment or assistance of another person (including verbal guidance)
2. **Minimal Assistance Required:** Must have verbal guidance and partial or intermittent hand-assistance from another person.
3. **Moderate Assistance Required:** Must have assistance from another person with all or most of the activity.
4. **Dependent:** Does not participate in the activity and must be totally and continuously cared for by another person.

Bathing: Ability to wash oneself completely in tub, shower, or by sponge bath

1 2 3 4

Eating: Ability to consume food that has already been prepared and made available, with or without the use of adaptive utensils.

1 2 3 4

Dressing: Ability to put on and take off all garments and/or medically necessary braces or artificial limbs.

1 2 3 4

Toileting: Ability to do all of the following: (a) Get oneself to and from the toilet; (b) Get on and off the toilet; and (c) Maintain reasonable level of personal hygiene for the body.

1 2 3 4

Transferring: Ability to move in and out of a chair (including a wheelchair), or bed.

1 2 3 4

1. Does the patient appear to have difficulty with any of the following; Check the appropriate subject.

Orientation Naming Objects Following Instructions Remembering Verbal Expression

2. Describe additional care you provide for this patient: _____

3. Please give type of license that was issued to your institution by the state and the date of expiration:

If your institution has multiple licenses and/or multiple purposes, please indicate which wing, ward, or unit (including a separate room or apartment) the patient resides at.

4. Does this institution provide 24 hour a day room and board? Yes No Please provide the number of individuals you provide care to in one location: _____

5. Does this institution provide 24 hour a day care and service sufficient to support needs resulting from the inability to perform Activities of Daily Living and/or Cognitive Impairment? Yes No

6. Number of RNs employed full-time? _____ Number of LPNs employed full-time? _____

Number of CNAs employed full-time? _____ Other _____

**ASSISTED LIVING FACILITY STATEMENT cont'd.
TO BE COMPLETED BY DIRECTOR OR NURSING**

7. At any given time is there a nurse on duty or on call at all time in the same location as the patient? Yes No

8. Are daily records maintained on each patient? Yes No

If yes, will you forward, upon written request with an authorization, the daily records of the patient?

Yes No

If no, how often are they kept? _____

9. Does this institution have the appropriate method and procedures for handling and administering drugs and biologicals?

Yes No

10. Does this institution provide three full meals a day and accommodates special dietary needs?

Yes No

11. Please list any days covered by Medicare

Start Date _____ Cut-off Date _____

12. Name and address of attending physician: _____

13. Is this physician employed by the Assisted Living Facility? Yes No

If yes, please explain title: _____

14. Diagnosis: _____

15. Admission date: _____ Discharge date: _____

16. What level of care was patient admitted to: (Check one in each category)

Independent Assisted Level of Assistance according to facility: _____

Apartment Room Other, please explain: _____

17. Is the resident being charged for their everyday assistance or is it included in their room and board charges?

Yes No

18. Is your facility licensed by the appropriate federal or state agency to engage primarily in providing nursing care and related services to inpatients? Yes No

19. Is patient still residing in the same unit as of today's date? Yes No

20. Any additional information you wish to provider? _____

Signature: _____ Date: _____

Title: _____

Facility Name & Address: _____

Phone: _____

Fax: _____

TAX ID: _____

******* PLEASE SEND A COPY OF YOUR OPERATING LICENSE AND COPIES OF ANY BILLS THIS CLAIMANT HAS INCURRED ALONG WITH THIS CLAIM FORM. YOUR ASSISTANCE IS VERY MUCH APPRECIATED! *******

PART III – ATTENDING PHYSICIAN’S STATEMENT

THIS SECTION MUST BE COMPLETED & SIGNED BY THE PHYSICIAN RECOMMENDING ASSISTED LIVING FACILITY CARE

Patient Name: _____

Date Completed: _____

Hospital/SNF/Rehab admission in the past 6 months:

Past Medical History including diagnosis with date of onset:

Name, address & phone number of referring physician:

Diagnosis for Assisted Living:

Please tell us why this patient would require Assisted Living for the above diagnosis:

FUNCTIONAL ABILITIES

CHECK the level of assistance you patient requires with the following activities:

Standby- Must have verbal guidance and partial or intermittent hands- assistance from another person.

Hands On- Must have assistance from another person with all or most of the activity.

Total- Does not participate in the activity and must be totally continuously cared for by another person.

Activities of Daily Living

	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Eating	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Toileting	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Dressing	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Bathing	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Ambulation	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Transfer	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Mobility	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance

Instrumental Activities of Daily Living

Housekeeping	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Meal preparation	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Shopping	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Transportation	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Managing Medicines	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance
Laundry	No Assistance	Standby Assistance	Hands On Assistance	Total Assistance

ATTENDING PHYSICIAN STATEMENT cont'd.

TO BE COMPLETED BY PHYSICIAN RECOMMENDING ASSISTED LIVING FACILITY

Bowel/Bladder	Continent	Incontinent	Foley Catheter	Ostomy	Other _____
Vision	Normal/Corrected	Impaired	Blind	Glasses/Contacts	
Hearing	Normal/Corrected	Impaired	Deaf	Hearing Aids:	R L
Mental Status	Alert & Oriented	Forgetful*	Confused*		

***PLEASE SPECIFY TEST RESULTS USED IN DIAGNOSING COGNITIVE IMPAIRMENT:**

What equipment does this patient use?:

Cane	Walker	Bedside Commode
Wheel Chair	Hospital Bed	Seat Lift Chair
Hoyer Life	Raised Toilet Seat	

What level of care does this patient require: Assisted Independent Other

Please explain _____

How long do you anticipate this level of care will last? _____

Is this care medically necessary? Yes No

Is this care in lieu of a hospital or nursing confinement? Yes No

Is this care to provide personal or medical care to patient? Yes No

Date care started or should start: _____ Date care should end: _____

COGNITIVE CAPACITY if applicable

Please provide your opinion below as to what cognitive impairment, if any, your patient has experienced. We have provided a definition of cognitive impairment below for your reference.

Cognitive Impairment – An insured has suffered a deterioration of loss in their intellectual capacity which requires another person’s assistance or verbal cueing to protect them or other as measured by clinical evidence and standardized tests which reliably measure impairment in the following areas:

- (a) short or long-term memory:**
- (b) orientation as to person (such as who they are), place (such as their location) and time (such as day, date, year):**
- (c) deductive or abstract reasoning**

** Such loss intellectual capacity can result from Alzheimer’s disease or similar forms of cognitive impairment.

Does your patient have a cognitive impairment: Yes No

What is the cognitively impairing diagnosis (please be specific): _____

When was your patient first seen for cognitive issues and by whom? (mm/dd/yy): _____

ATTENDING PHYSICIAN STATEMENT cont'd.

TO BE COMPLETED BY PHYSICIAN RECOMMENDING ASSISTED LIVING FACILITY

Has any cognitive testing been completed? Yes No If yes, please attach testing with this form.

 If no cognitive testing has been performed, please attach clinical findings that support a cognitive impairment.

Is your patient's cognitive impairment to the degree that it puts him/her at risk for health and safety? Yes No

 If yes, when did the cognitive impairment begin to impair your patient judgement? (mm/dd/yy) _____

If yes, please indicate why supervision is needed as well as what activities your patient needs assistance/supervision with?

Why:

Short-Term memory loss Long-Term memory loss Poor Judgement Wandering Behavior

Impaired executive function Impaired orientation to person/place Confusion

What activities:

Managing Finances Managing Medications Using telephone/devices Handling Transportation

Shopping Preparing Meals Housework/Home Management

Do you know whether or not your patient is still driving? Yes No Unknown

If your patient is driving, do you agree that he/she should be driving? Yes No

ATTENDING PHYSICIAN'S CERTIFICATION

I certify recertify that the above service are required and authorized by myself with a written plan for treatment which will be periodically reviewed by myself. This patient is under my care and is in need of intermittent skilled nursing care and/or physical or speech therapy or has been furnished home health services based on such a need.

Signature X _____ Date _____

Physician's Name (please print) _____ Phone: _____

Address: _____ Fax: _____