

D-Notes from Network #15

Important Dates:

- **Dec 29th** – Staffing/Treatment Load Worksheets Faxed to facilities
- **Dec 31st** – Facilities generate a list of all permanent patients
- **Jan 10th** – Year-end Treatment Load and Staffing Hours Worksheet Due back to Network #15
- **Jan 10th** – December PARs Due
- **Jan 12th** – Vocational Rehab Survey Emailed to Social Workers

You may not be Aware

Did you know that both Network #15 and CMS mail out large packets of educational material to every patient who fills out a 2728 Form? Did you know that the address used on these mailings comes from the patient's 2728 form? It's true! Unfortunately, between 8-12% of those packets (40-60 per month) are undeliverable due to incorrect or incomplete addresses. Because Network #15 has to follow up on every undelivered packet, we have learned that some of the most common errors are: missing apartment or lot numbers, missing or incorrect zip codes, and out-of-date addresses. Please help us to reduce waste in Medicare's resources by double-checking all addresses on the 2728 form.

Oh my Aching Eyes!

We in the Data Department are often described as bright-eyed and bushy tailed. (At least, that is how we describe ourselves in our own minds.) However, straining to read some of the PARs and 2728s we receive leaves us feeling dull-eyed and droopy tailed. This is no fun. That's why we are asking everyone to either print neatly, or use a reasonably large font-size. An Excel version of the PAR (which we have formatted with large font sizes) can be downloaded [HERE](#).

Tip of the Month: Take a Walk

In addition to being joy filled, the holidays are often stress filled. But taking a short walk can be a great stress-reliever. And walks are also guaranteed to help keep you bright-eyed and bushy tailed.

Happy Holidays!!