Timeframe for Delivery of IM Form
Condition of Participation §482.13(a)(1)

Delivery	Timeframe	Personnel
Pre-Admission / Admission	• Delivery and signature, indicating receipt, should be obtained at the time of registration. • If the beneficiary is seen during a preadmission visit, it can be obtained then, but not more than seven calendar days in advance of admission. • If it is not obtained at registration, it must be delivered within two days of the admission.	Admission/Registration Personnel Case Management
Change from Observation Status to an Inpatient*	Because observation patients are considered outpatients, delivery and signature indicating receipt should be obtained at the time the beneficiary changes from observation status to an inpatient admission. It must be obtained within two business days from the time of the change in status.	Case Management
Discharge	The follow-up copy must be delivered to the beneficiary no more than two calendar days before the planned date of discharge and at least four hours before discharge. This ensures that the beneficiary has a meaningful opportunity to act on it. Due to the burden of proving that delivery was timely, most hospitals have patients (or family members) sign the follow-up notice.	Case Management or Staff Nurse caring for the patient

*Some hospitals have elected to have all Medicare patients (observation or inpatient admissions) sign the form. This can be confusing to observation patients as they may believe the discharge rights apply to them. **The discharge rights only apply to inpatients.**