

**ADULT CARE HOME
NOTICE OF TRANSFER/DISCHARGE**

1) **DATE OF NOTICE:** _____

2) **RESIDENT:** _____
FACILITY: _____
ADDRESS: _____
ADMINISTRATOR: _____ **PHONE:** _____

3) **DATE OF TRANSFER/DISCHARGE:** _____

Under North Carolina Rules and Regulations, you may only be transferred or discharged from this facility for one of the following reasons:

- It is necessary for your welfare and your needs cannot be met in this facility;
- Your health has improved sufficiently so that you no longer need the services provided by this facility;
- The safety of other individuals in this facility is endangered;
- The health of other individuals in this facility is endangered;
- You have failed to pay the cost of services and accommodations according to the resident contract; or
- The discharge is mandated under G.S. 131D-2(a1).

4) **THE REASON FOR THIS NOTICE OF YOUR TRANSFER/DISCHARGE IS:** _____

5) In addition to notifying you (i.e. the resident) of this transfer/discharge, _____
has also been notified. (responsible person or contact person)

6) Check **ONE** and **INDICATE LOCATION** below:
{ } THIS FACILITY PLANS TO **TRANSFER** YOU TO:
{ } THIS FACILITY PLANS TO **DISCHARGE** YOU TO:

NAME OF FACILITY/LOCATION: _____
ADDRESS: _____ **PHONE:** _____

You have the **RIGHT TO APPEAL** this transfer/discharge to the DHHS Hearing Office **WITHIN 11 DAYS** of the date of this notice if you want to continue to stay at this facility. The appeal will be at no cost to you or your representative. The request for an appeal (see attached form) must be received by the DMA Hearing Office no later than the 11th day or your right to appeal is waived. If you wish to review your medical record, we must allow you to see it no later than five working days prior to the hearing.

You may wish to contact your regional **LONG TERM CARE OMBUDSMAN** for help in mediation with the facility or for assistance in obtaining free legal services, if qualified. The ombudsman's name, address and phone number is:

7) **NAME:** _____
ADDRESS: _____ **PHONE:** _____

If mentally ill or developmentally disabled, you or your family member or legal representative may wish to contact: **DISABILITY RIGHTS NORTH CAROLINA**, 2626 Glenwood Avenue, Suite 550, Raleigh, NC 27608.
Telephone number: (919) 856-2195 or 1-800-821-6922 or TTY 1-877-235-4210

8) _____
Signature of Administrator Date