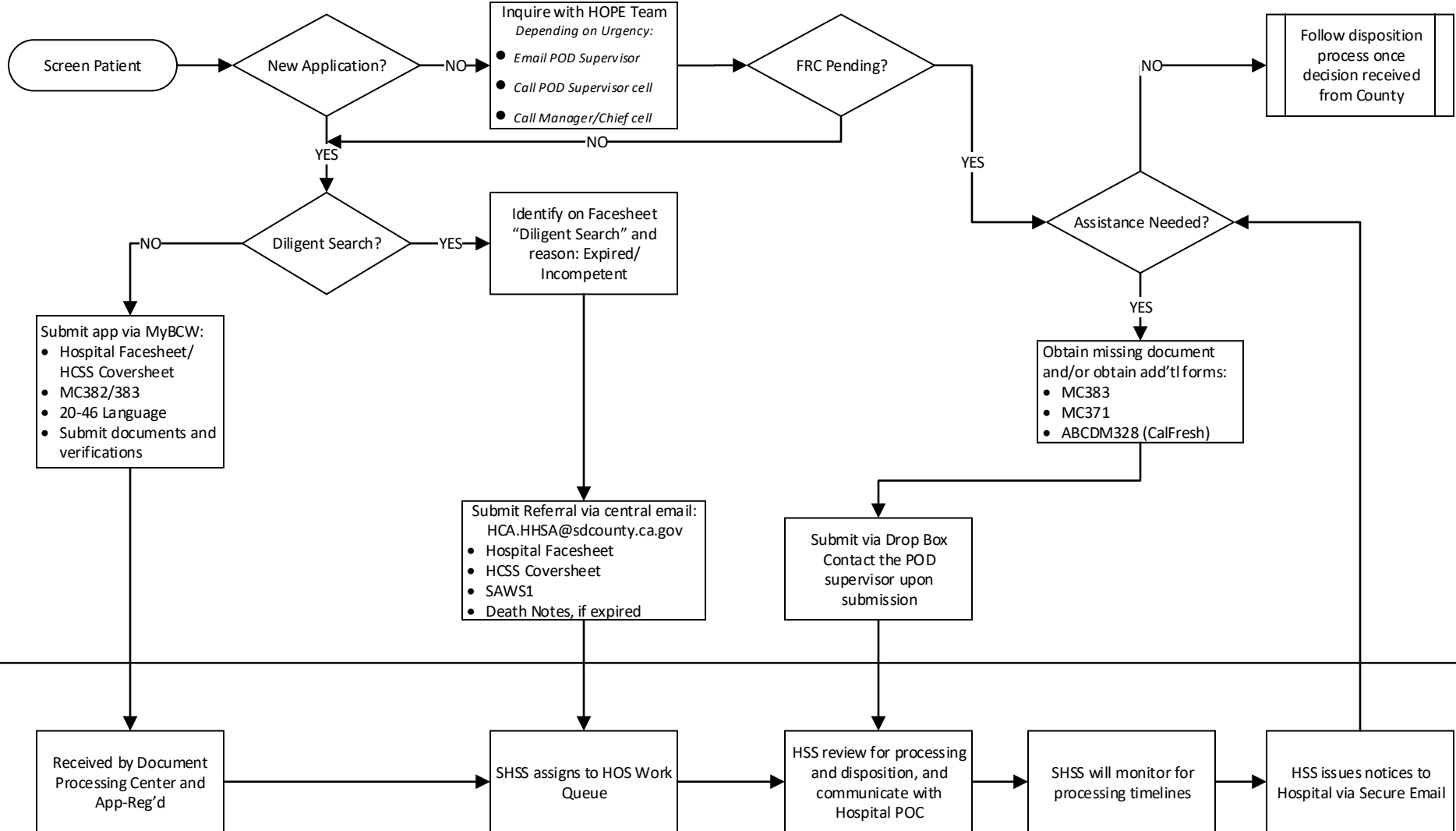


# Application Process

Hospital Outstation Point of Entry | HOPE

*Example only - each hospital to work with HCSS POD to design hospital specific process*



County - HOS

**Notes:**

- The attempted timeline for the processing of applications containing all necessary supporting documentation / verification will be 3 business days (exception Diligent Search Referrals)
- For any application not processed within 3 business days, the SHSS will initiate communication with the hospital with the reason for the delay
- Exception to 3 business day timeframe = Urgent medical needs, attempt processing ASAP
- SHSS will ensure effective communication on application processing and updates.
- Drop Box – Will only be used to receive follow-up documents from Hospital
- Encrypted email – will be used by County HOS to communicate back to Hospitals