

## **AGENCY STATEMENT**

Paloma Home Health Agency, Inc. hereinafter referred to as "Agency", will participate and be in compliance With federal, state and local laws and regulations.

Agency will also comply with accepted professional standards and principles, as well as disclosure of Ownership and management information.

Agency utilizes the Robyn Rice Manual of Home Health Nursing Procedures for clinical procedures.

Agency does not provide infusion therapy, pediatric services, or psychiatric services.

Agency does not participate in the physician delegation process.

Agency does not utilize volunteers in any capacity.

HCL/Agency Statmt

## **ADMINISTRATIVE POLICY MANUAL**

## **HOME CARE**

### **GEOGRAPHIC AREA SERVED AND OPERATING HOURS**

### **LD1**

1. Agency may provide home health care in the following counties:  
COLLIN ,COOKE,DALLAS,DENTON,ELLI5 ,ERATH,FANNIN,GRAYSON, HOOD,HUNT ,JOHNSON,KAUFMAN,NAVARRO,PALO PINTO, PARKER, ROCK WALL, SOMERVELL, TARRANT , and WISE.
2. Agency operating hours are; 9:00 a.m. to 5:00 p.m., Monday through Friday.
3. The Administrator, designated alternate administrator, supervising nurse or designated alternate supervising nurse will perform the following if the agency is closed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday:
  - Post a notice in a visible location outside the agency that will provide information regarding how to contact the person in charge, and
  - Leave a message on the answering machine or similar electronic mechanism that will provide information regarding how to contact the person in charge.
4. Agency will notify DADS within five (5) days after a change of agency's telephone number and/or agency's operating hours.

# Sample Administrative Procedures Manual

**Roman L. Weil**



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