

Home Health and Hospice Policy and Procedure Manual

Patient Clinical Records

Home Health and Hospice will establish and maintain a separate clinical record for every patient receiving Home Health and/or Hospice service. The clinical records will be assembled in a systematic fashion allowing for easy access to this information by the Home Health staff. The Secretary will establish and maintain the patient records. The Secretary and trained staff members will file all documentation in the patient record every week according to a standardized format (see Sample Chart).

Only Agency staff members will have access to the patient clinical records. Information from the patient clinical records will only be disclosed as described in the Authorization for Treatment Acknowledgment of Rights and Responsibilities form, unless the patient gives consent or in response to a valid subpoena or court order. The requesting party will reimburse Home Health and Hospice for the usual and customary charges incurred in copying the records. Agency staff members may copy parts of the patient's clinical record as needed for the deliver of their care. Consent for release of medical records applies after the patient's death. Only those persons with legal authority to request copies of the patient's medical record may do so. This includes persons who may be the trustee or executor of that person's will but not someone who had power of attorney prior to that person's death. The power of attorney only applies while the person is alive.

The clinical records will be stored in a lockable filing cabinet, protected by staff members from any unauthorized access. In addition, laptop computers and workstations will be password protected, each employee with their own password. If the laptop or workstation is not in use, the employee will log out of the program to ensure patient confidentiality. In the event that an employee, who has authorization to access any portion of computer leaves employment, their password will be deleted from the database to prevent unauthorized access of patient or Agency information. In the event of a possible security breach, a new password will be assigned to any or all appropriate employees. The Fiscal Manager will maintain the master password list, assign or delete passwords as needed. The Office Manager and Secretary will have knowledge of and be able to access the master password list if needed in absence of the Fiscal Manager. In the event of destruction of the clinical records, constant data may be retrieved from the information management system. Constant data includes:

1. Basic demographic information.
2. Most current HCFA-485 information.
3. Interim orders pertaining to the schedule.

Entries will be made, signed and dated by the person providing care to the patient or patient's family on the appropriate forms. The documentation in the clinical record will be accurate and reflect the physical condition of the patient, the psychosocial status of the patient and family, and the care provided from admission through discharge. All pertinent information about the patient and the patient's family will be filed in the clinical record.

Each patient's clinical record will contain at least, but not limited to, the following:

1. HCFA-485 form.
2. Initial and subsequent assessments by all disciplines.
3. Authorization for treatment and acknowledgment of rights.
4. Release of information form.
5. Identification data.
6. Pertinent medical history.
7. Home Health Aide assignment sheet.
8. Complete documentation of services and events, including, but not limited to, evaluations, treatments and progress.
9. Interim orders.
10. Laboratory result sheets.
11. Discharge summaries.
12. Med flow sheet.
13. Progress notes.
14. 60-day physician summaries.
15. Advanced directive information.
16. OASIS documents.

Sample Ohio Hospice Policy Manual

Sara Honn Qualls, Julia E. Kasl-Godley



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Group Practice Personnel Policies Manual Courtney Price, PhD,1997 *The Compliance Guide to Ethics, Rights, and Responsibilities* Sue Dill Calloway,2005 Hospice Handbook Lenora Finn Paradis,1985 *Current Catalog* National Library of Medicine (U.S.),1985 First multi year cumulation covers six years 1965 70 **Page's Ohio Revised Code Annotated** Ohio,1953 **Current Catalog** ,1988 First multi year cumulation covers six years 1965 70 National Library of Medicine Current Catalog National Library of Medicine (U.S.),1985 **Quality of Life Technology Handbook** Richard Schulz,2012-10-03 A collaboration between leading scientists practitioners and researchers at Carnegie Mellon University and the University of Pittsburgh this book is a comprehensive resource describing Quality of Life technologies and their development evaluation adoption and commercialization It takes an interdisciplinary team approach to the process of technology development

Ohio Shopper's Guide to Long Term Care Insurance ,1997 *The Handbook of Stress and Health* Cary Cooper,James Campbell Quick,2017-02-07 A comprehensive work that brings together and explores state of the art research on the link between stress and health outcomes Offers the most authoritative resource available discussing a range of stress theories as well as theories on preventative stress management and how to enhance well being Timely given that stress is linked to seven of the ten leading causes of death in developed nations yet paradoxically successful adaptation to stress can enable individuals to flourish Contributors are an international panel of authoritative researchers and practitioners in the various specialty subjects addressed within the work **Ohio Monthly Record** ,2003 Rules of state administrative agencies In full text with tables and index including chart of proposed rules with time and location of public hearings **Ethics in Pharmacy Practice: A Practical Guide** Dennis M. Sullivan,Douglas C. Anderson,Justin W. Cole,2021-06-16 This textbook offers a unique and accessible approach to ethical decision making for practicing pharmacists and student pharmacists Unlike other texts it gives clear guidance based on the fundamental principles of moral philosophy explaining them in simple language and illustrating them with abundant clinical examples and case studies The strength of this text is in its emphasis on normative ethics and critical thinking and that there is truly a best answer in the vast majority of cases no matter how complex The authors place high trust in a pharmacist's moral judgment This teaches the reader how to think based on ethical principles not necessarily what to think This means navigating between the two extremes of overly theoretical and excessively prescriptive The cogent framework given in this text uses the language of competing duties identifying the moral principles at stake that create duties for the pharmacist This is the balancing act of normative ethics and of deciding which duties should prevail in a given clinical situation This work presents a clear cut pathway for resolving ethical dilemmas encountered by pharmacists based on foundational principles and critical thinking Presents a clear cut pathway for resolving the ethical dilemmas encountered by pharmacists based on foundational principles and critical thinking Jon E Sprague RPh PhD Director of Science and Research for the Ohio Attorney General **Resources in Education** ,1998 **End-of-Life**

Issues, Grief, and Bereavement Sara Honn Qualls, Julia E. Kasl-Godley, 2010-11-04 A practical overview of clinical issues related to end of life care including grief and bereavement The needs of individuals with life limiting or terminal illness and those caring for them are well documented However meeting these needs can be challenging particularly in the absence of a well established evidence base about how best to help In this informative guide editors Sara Qualls and Julia Kasl Godley have brought together a notable team of international contributors to produce a clear structure offering mental health professionals a framework for developing the competencies needed to work with end of life care issues challenges concerns and opportunities Part of the Wiley Series in Clinical Geropsychology this thorough and up to date guide answers complex questions often asked by patients their families and caregivers and helping professionals as well including How does dying occur and how does it vary across illnesses What are the spiritual issues that are visible in end of life care How are families engaged in end of life care and what services and support can mental health clinicians provide them How should providers address mental disorders that appear at the end of life What are the tools and strategies involved in advanced care planning and how do they play out during end of life care Sensitively addressing the issues that arise in the clinical care of the actively dying this timely book is filled with clinical illustrations guidance tips for practice and encouragement Written to equip mental health professionals with the information they need to guide families and others caring for the needs of individuals with life threatening and terminal illnesses End of Life Issues Grief and Bereavement presents a rich resource for caregivers for the psychological sociocultural interpersonal and spiritual aspects of care at the end of life The War on Drugs Meets the War on Pain United States. Congress. Senate. Special Committee on Aging, 2010 **Monthly Catalogue, United States Public Documents**, 1992 Monthly Catalog of United States Government Publications, 1997-07 **Counseling Clients Near the End of Life** James Werth, 2012-12-05 I found this book to be a well written sensitively presented and important resource for those engaged in this critical area of work Thank you Dr Werth for making such a substantial contribution to this field Journal of Palliative Care This book offers over 20 contributors all with impeccable credentials covering many perspectives that we need to consider more frequently and in greater depth There is much that awaits you in this book Illness Crisis and Loss Counseling Clients Near the End of Life is a marvelous resource for mental health providers who are searching for useful information in areas such as the following resolving ethical dilemmas assisting clients in planning for the end of life counseling caregivers of clients who are near the end of life and assisting people in dealing with grief The editor of this work Dr James Werth has done a splendid job of gathering various experts to share their perspectives on end of life care and choices at this time of life and he has also written an excellent chapter on counseling clients who are dying Gerald Corey EdD ABPP Professor Emeritus of Human Services and Counseling California State University Fullerton This highly accessible guide to counseling people who are terminally ill and their families fills a critical need in the counseling literature Written for front line mental health professionals and counseling graduate students the text integrates

research with practical guidance It is replete with the experiences of contributing authors who are leaders in counseling terminally ill individuals real life case examples clinical pearls of wisdom and tables of practice pointers that provide quick access to valuable knowledge The text offers information that is requisite for all counselors who provide services to persons who are terminally ill and their families It addresses common issues that influence different types of counseling approaches such as how the age ethnicity or religion of a client affects counselor conceptualizations and actions The book discusses how to manage symptoms of depression anxiety and cognitive impairment near the end of life It explains how advance directives can be used to assist dying individuals and their loved ones The counseling needs of family members before and after death are addressed as well as counseling loved ones experiencing complicated grief The text also examines the particular concerns of counselors regarding self care and the benefits of working as part of a professional team Woven throughout are important considerations such as cultural diversity ethical challenges laws and regulations and advocacy at client and social policy levels Readers will also benefit from the inclusion of additional references for more in depth study

Key Features

- Integrates research with practical and accessible information
- Provides clinical pearls that can be put to use immediately
- Provides a reader friendly format that includes real life case studies and tables with important pointers
- Describes the counseling experiences of leading practitioners that include examples of successful and unsuccessful interventions

Based on a comprehensive framework developed by a Working Group of the American Psychological Association

Cumulative Index of Hospital Literature Library of the American Hospital Association, Asa S. Bacon Memorial, 1986

The Hospital Medical Staff, 1981

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