

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

Kathleen Armour



Sample Administrative Procedures Manual:

Administrative Procedures Manual United States. National Archives and Records Administration, 1985 Administrative Procedures Manual Ohio. Attorney General's Office. Administrative Agencies Section, 1968 *Nursing Administration Handbook* Howard S. Rowland, Beatrice L. Rowland, 1997 With the recent new and radical developments in the health care field that have been introduced at a breathless pace nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly The Nursing Administration Handbook has a long track record both as a textbook and as a hands on tool for nurse executives seeking insight and step by step guidance in all aspects of administration The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices Administrative Procedures Manual United States. National Archives and Records Administration, 1985 *Litigation Services Handbook* Roman L. Weil, 2010-04-26 In the last twenty years the need for a financial expert to act as a witness and consultant to litigating attorneys has grown even more than litigation itself This handbook includes all aspects of litigation services including current environments the process itself a wealth of cases how to prove damages and practical considerations of court appearances It thoroughly covers the fine points of trial preparation and testimony presentation Also discussion is offered for understanding Sarbanes Oxley rulings and fraud investigations Accountants and attorneys working in litigation will benefit from this book *Administrative Procedures Manual*, 1985 **Litigation Services Handbook, 2009 Cumulative Supplement** Roman L. Weil, 2009-03-30 In the last 20 years the need for a financial expert to act as a witness and consultant to litigating attorneys has grown even more than litigation itself This handbook includes all aspects of litigation services including current environments the process itself a wealth of cases how to prove damages and practical considerations of court appearances It thoroughly covers the fine points of trial preparation and testimony presentation Also clear discussion is offered for understanding Sarbanes Oxley rulings and fraud investigations Accountants and attorneys working in litigation will benefit from this book **Handbook of Violence Risk Assessment** Randy K. Otto, Kevin S. Douglas, 2011-04-27 This comprehensive Handbook of original chapters serves as a resource for clinicians and researchers alike Two introductory chapters cover general issues in violence risk assessment while the remainder of the book offers a comprehensive discussion of specific risk assessment measures Forensic psychology practitioners mental health professionals who deal with the criminal justice system and legal professionals working with violent offenders will find the Handbook of Violence Risk Assessment to be the primary reference for the field **Business Policy and Strategic Management** Senthilkumar S./ Durai, Marutha M./ Sharmila A. & Poornima J., Business Policy 1 15 2 Strategy And Strategic Management 16 42 3 Competitive Advantage And Strategies 43 70 4 Business Environment 71 101 5 Strategic Planning 102 120 6 The Strategy Hierarchy Or Level Of Strategy 121 235 7 Stakeholder Corporate Governance And Csr Leader 236 270 8 Strategic Change Decision Making And Formulation 271 315 9 Strategic Control And Evaluation 316

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