Kenyon HomeCare Consulting

Smarter Solutions.
Better Outcomes.

Admission Packet
Medicare
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DISCLAIMER

These are sample documents. The information in these example(s) is designed to guide our customers. These materials are not to be construed as the rendering of legal or management advice. If the user has a specific need or questions regarding the content, please consult your state home care laws and regulations and/or a local attorney. Agencies choosing to utilize these sample documents accept the terms of use as stated above.

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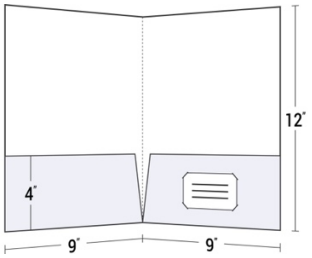
ADMISSON PACKET INSTRUCTIONS

This admission packet is designed to be used in a bi-fold folder with an outer and inner pocket, similar to what is pictured:



It is recommended you arrange the content as follows:

OUTSIDE OF FOLDER:

- Provide Senior Abuse, Neglect or Exploitation hotline phone # for your state, with hours of operation
- Provide Home Health hotline phone # for your state, with hours of operation

INSIDE FOLDER (LEFT):

- Personalized Welcome Letter
- Agency Business Card on folder pocket
- Health Care Advance Directives Info
- Storm/Emergency/Disaster Survival Guide

INSIDE FOLDER (RIGHT):

- Services Brochure and/or Non-Medical Home Care Flyer
- Vision & Mission Statement for your agency
- General Information for Patients and Caregivers about your agency
- Notice of Privacy Practices with your agency name
- Your County Special Needs Shelter Information. Register the patient during the visit if they want to stay in a shelter during an emergency. Otherwise, leave the special needs shelter application with the patient.
- Agency Disclosures
- Patient Bill of Rights and Responsibilities
- Time Sheet, Caregiver Notes, Paper Version as Backup

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Manilla Folder (For info to review and copies of signed pages for the patient):

- Intake Form/Assessment (print signed copy from software system and leave in patient folder)
- Release of Personal Health Information Policy
- Patient Emergency Contacts Form
- Consent for Care Form

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