Kenyon HomeCare Consulting

Smarter Solutions.
Better Outcomes.

Washington

Admissions Packet
Medicare
Home Health Agency

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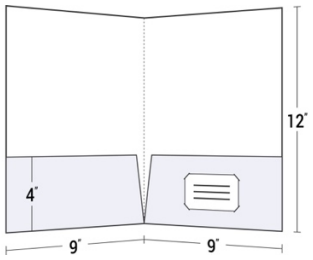
DISCLAIMER

These are sample documents. The information provided in these example(s) are designed to serve as a guide for 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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ADMISSION 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 Hospice hotline phone # for your state, with hours of operation.

INSIDE FOLDER (LEFT):

- Personalized Welcome Letter
- Vision & Mission Statement for your agency
- Agency Business Card on folder pocket
- Consent for Care
    - Assignment of Benefits (this section is only completed if your agency is receiving payment directly from a long-term care insurance company)
- Patient Bill of Rights
- Agency Disclosure Statement
- Advance Directives
- Calendar of Visits

INSIDE FOLDER (RIGHT):

- Notice of Privacy Practices with your agency name:
    - Confidentiality of PI
    - Release & Disclosure of PHI
    - Patient Request for Restrictions on Use/Disclosure of PHI
    - Breach of PI
- Emergency Preparedness Guide:

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- Emergency Shelter Guide
- FEMA Fact Sheet
- Patient Emergency Contact Form
- FEMA Suggested Emergency Kit
- 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.

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