Kenyon HomeCare Consulting

Smarter Solutions.
Better Outcomes.

Washington

Admission Packet
Non-Skilled
Home Care Agency

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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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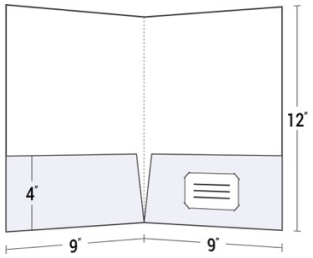
ADMISSION PACKET INSTRUCTIONS

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:

Company Name and Logo

INSIDE FOLDER (LEFT):

- Welcome Letter
- Client Service Agreement
- Credit Card/ACH Form
- Agency Disclosure Statement
- Release of Information Form (must be signed)
- Assignment of Benefits (this section is only completed if your agency is receiving payment directly from a long-term care insurance company)
- Client Vehicle Use Agreement & Release
- Assessment
- Aide Plan of Care
- Client Bill of Rights and Responsibilities
- Health Care Advance Directives Info
- General Information for Clients and Caregivers about your agency
- Notice of Privacy Practices with your agency name
- Your County Special Needs Shelter Information. Register the client during the visit if they want to stay in a shelter during an emergency. Otherwise, leave the special needs shelter application with the client.

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Inside Folder (Right):

- Medication Form
- Agency Business Card on folder pocket
- Storm/Emergency/Disaster Survival Guide Client Emergency Plan Form, from Sample Emergency Plan Attachments
- FEMA Suggest Emergency Kit

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