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HOSPICE SURVEY PREPAREDNESS BINDER

1. Current Hospice License/Certification copies

2. CLIA waiver copy, if applicable

3. Organizational chart (Hospice only- from Administrator to patient)

4. Unduplicated admissions number for previous 12 months*

5. Current census with SOC date and primary diagnosis

6. Live discharges, revocations, deaths/bereavement in last six months*

7. Current schedule of visits*for all staff to cover the timeframe the surveyors are onsite

8. Personnel list, volunteers, contract staff* listing name, position/credentials, date of hire

9. Specific Policy Copies: Admission and DC policies, Infection Control, Bag Technique, Comprehensive (to include Pain) Assessment, Medication Review and Disposal

10. Last survey statement of deficiency and plan of correction

The following should also be accounted for, but may be in different manuals, etc:

11. Contracts for Therapy

12. Contracts for Medical Director/Alternate Medical Director

13. Contracts for NF/orientation to NF staff

14. Contracts for inpatient care and respite

15. Contracts for pharmacy and DME

16. Admission packet

17. Emergency Plan and infection control surveillance tracking

18. Volunteer Program information, including cost savings for volunteer program

19. Bereavement plan, tracking

20. Governing Body members & meeting minutes

21. QAPI activities and initiatives

22. Complaint log