Emergency Preparedness Program – Communication Plan AD.E10

POLICY:

As part of its emergency preparedness program, Lifesong Hospice and Palliative Care maintains a communication plan that complies with Federal, State and local laws and regulations.

PROCEDURE:

1. Lifesong Hospice and Palliative Care's communication plan is documented, reviewed, and updated at least annually.

2. The communication plan includes, at a minimum, the following:
    a. Primary and alternate means for communicating with:
        i. hospice employees;
        ii. entities providing services under arrangement;
        iii. patients' physicians;
        iv. other local hospices;
        v. Federal, State, regional and local preparedness staff; and
        vi. other sources of assistance;

    b. A method for sharing information and medical documentation for patients under the hospice's care, as necessary, with other health care providers to maintain the continuity of care;

    c. A means, in the event of an evacuation, to release patient information as permitted under HIPAA regulations; and

    d. A means of providing information about the general condition and location of patients under the hospice's care as permitted by HIPAA regulations under 45 CFR 164.510(b)(4).

Created:	Reviewed:	Revised:	Effective:
04/2018	09/2018		4/2019