

### QUALITY REPORTING PROGRAM: HOSPICE ITEM SET

AD.H10

#### **POLICY:**

Lifesong Hospice and Palliative Care participates in the Hospice Item Set (HIS) component of the Hospice Quality Reporting Program (HQRP) by submitting HIS-Admission and HIS-Discharge records on all patient admissions.

#### **PROCEDURE:**

1. HIS items are completed in conjunction with the patient assessment or by abstracting data from the patient's clinical record.
2. The collected HIS data is converted into electronic file format (XML) and zipped into the .zip format in preparation for submission to CMS.
3. HIS data is submitted to CMS through the Quality Improvement and Evaluation System (QIES) Assessment Submission and Processing (ASAP) system.
4. HIS records are submitted to the QIES ASAP system within thirty days of the event (admission or discharge) date.
5. The Quality Manager or designee prints and retains Final Validation reports as evidence of successful submission and processing of HIS records.
6. If a Final Validation report is not received or it indicates fatal errors, the Quality Manager or designee ensures that all errors are corrected and records are resubmitted to QIES ASAP system.

Created:	Reviewed:	Revised:	Effective:
8/2018	11/2018		4/2019