
WRITTEN AGREEMENTS – INPATIENT CARE AD.W10

POLICY:

Lifesong Hospice and Palliative Care ensures that short-term Inpatient Care is available for pain control, symptom management, and respite purposes in a Medicare or Medicaid certified facility that meets the requirements for providing Inpatient Care directly, with which the hospice has a written agreement. Lifesong Hospice and Palliative Care assumes professional management responsibilities for the patient’s plan of care at all times and ensures the continuity of patient care in all treatment settings and by all service providers.

PROCEDURE:

1. Short-term inpatient care is not provided or arranged unless a written agreement or contract is signed and in effect.
2. The written agreement or contract for Inpatient Care includes the following provisions:
 - a. That Lifesong Hospice and Palliative Care will supply the inpatient provider a copy of the patient’s Plan of Care and specify the inpatient services to be furnished;
 - b. That the inpatient provider has established patient care policies consistent with those of the hospice and agrees to abide by the palliative care protocols and Plan of Care established by Lifesong Hospice and Palliative Care for its patients;
 - c. That the patient’s inpatient clinical record includes a record of all inpatient services furnished and events regarding care that occurred at the facility;
 - d. That a copy of the discharge summary be provided to Lifesong Hospice and Palliative Care at the time of discharge;
 - e. That a copy of the Inpatient clinical record is available to Lifesong Hospice and Palliative Care at the time of discharge;
 - f. That the inpatient facility has identified an individual within the facility who is responsible for the implementation of the provisions of the agreement;
 - g. That Lifesong Hospice and Palliative Care retains responsibility for ensuring that the training of personnel who will be providing the patient’s care in the inpatient facility has been provided, and that a description of the training and the names of those giving the training are documented; and
 - h. That there is a method for verifying that the provisions of the written agreement are met.
3. The Executive Director is responsible for negotiating and reviewing contracts and has the authority to approve and sign contracts for Short-Term Inpatient Care.

Created:	Reviewed:	Revised:	Effective:
9/2018	11/2018		4/2019