

### Admission Eligibility Protocol PC.A20.1

#### PURPOSE:

To ensure that patient eligibility is evaluated in a consistent and objective manner so that no eligible patient is denied their hospice benefit and that no ineligible patients are admitted.

#### PROTOCOL:

This protocol applies to all patients being admitted to hospice services with any non-cancer, non-LCD diagnosis, as well as LCD diagnosis patients who require a more thorough eligibility evaluation and/or an Alzheimer's diagnosis.

1. Admitting nurse will collect all relevant data regarding patient disease, history and complete a comprehensive assessment on all potential admissions with any non-cancer, non-LCD diagnosis, as well as LCD diagnosis patients who require a more thorough eligibility evaluation and/or an Alzheimer's diagnosis
2. Admitting nurse will compile all data required in the Eligibility Template (attachment 1) and will send the eligibility template via email to the eligibility team email box.
3. Eligibility teammate on call will review the documentation and will call admitting nurse with any further information needs within 20 minutes. The eligibility team physician and the nurse will have a detailed conversation about relevant qualifying information.
4. If the eligibility team member, in collaboration with the admitting nurse, is not able to make an eligibility or diagnosis determination, he/she will call the referring physician (as available) for more information and to discuss the case in greater detail.
5. The eligibility team physician will make a tentative eligibility determination/diagnosis and will communicate this to the admissions nurse.
6. The eligibility team member will request any additional lab studies, test or information needed to make an appropriate eligibility/diagnosis determination.
7. The interdisciplinary team (IDT) and team physician will review the admission at the next IDT meeting to validate the tentative admission/diagnosis.
8. If the IDT/Team physician disagrees with the admitting diagnosis, a change in terminal diagnosis will be completed.
9. If the IDT/Team Physician disagrees with patient being eligible, the patient will be discharged from the hospice program and the organization will not bill for days of care.

#### ELIGIBILITY TEAM

1. The eligibility team will consist of physician and nurse members of the team.

<b>Created:</b>	<b>Reviewed:</b>	<b>Revised:</b>	<b>Effective:</b>
5/17/18	2/11/19		4/2019
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## Lifesong Hospice and Palliative Care

### Patient Care Policies and Procedures

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2. Eligibility team members will complete a comprehensive eligibility orientation and will take a competency test.
3. No team member can participate on the eligibility team without approval by the medical director.
4. Eligibility mailbox will be answered within 20 minutes between the hours of 8am and 10pm, 7 days a week. Outside of these hours, the admissions nurse will call the hospice physician on call for further direction.

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