

Change of Designated Hospice PC.C.10

Regulation(s): 42 CFR 418.30
L-Tag(s): None

POLICY: A patient may change, once in each benefit period, the designation of the particular hospice from which s/he elects to receive hospice care. The change of the designated hospice is not considered a revocation of the election of the Medicare Hospice Benefit.

PROCEDURE:

Transfer to Another Hospice:

1. When a Lifesong Hospice and Palliative Care patient wishes to change the designation of hospice programs, the patient must file, with both Lifesong Hospice and Palliative Care and with the newly designated hospice, a signed statement that includes the following information:
 - a. the name of the hospice from which the individual has received care;
 - b. the name of the hospice from which s/he plans to receive care; and
 - c. the date the change is to be effective.
2. The hospice follows its discharge and transfer policies and procedures when a patient chooses to transfer to another hospice program.
3. The Director of Clinical Operations (or designee) will coordinate the exchange of information to ensure continuity of care.

Transfer from Another Hospice:

1. When a patient wishes to change the designation of hospice programs and receive care from Lifesong Hospice and Palliative Care, the patient must file, with both hospices, a signed statement that includes the following information:
 - a. the name of the hospice from which the individual has received care;
 - b. the name of the hospice from which s/he plans to receive care; and
 - c. the date the change is to be effective.
2. The nurse receiving the request ensures that all appropriate care records are received, and that the patient initial assessment visit is assigned.
3. The hospice follows its admissions policies and procedures when a patient chooses to transfer from another hospice program to Lifesong Hospice and Palliative Care, including ensuring the patient is eligible for hospice care and admitted into the correct benefit period.

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