



# ACCEPTANCE TO HOME HEALTH SERVICE POLICY

EFFECTIVE DATE: 12/20/2024

**POLICY:** Adoray is committed to providing high-quality care to all patients referred for services. Acceptance to Home Health services will be based on an assessment of the prospective patient's needs, the organization's capacity to meet those needs, and the qualifications and training of our staff.

## PROCEDURE:

1. Evaluation of Prospective Patient Needs:
  - a. Upon receipt of a referral, a comprehensive review of the prospective patient's anticipated needs will be conducted, including but not limited to:
    - i. Medical and clinical needs
    - ii. Psychosocial, emotional, and environmental factors
    - iii. Equipment, supplies, or special accommodation required
    - iv. The patient's geographic location
  - b. Input from the referring provider, family, and/or caregiver will be sought as needed and in accordance with Hipaa regulations to ensure a full understanding of the patient's condition and care requirements.
2. Assessment of Organizational Caseload and Case-Mix:
  - a. The current caseload will be reviewed to ensure that adding a new patient will not compromise the quality of care delivered to existing patients.
  - b. The case-mix, including the complexity and diversity of patient needs, will be analyzed to maintain an appropriate balance within the organization's resources.
3. Review of Staffing Levels:
  - a. The organization's staffing levels will be evaluated to ensure adequate personnel are available to provide timely and effective care to the prospective patient.
  - b. Consideration will include:
    - i. Total staff availability
    - ii. Ongoing staff commitments and assignments
    - iii. Projected workload for the period under consideration
4. Skills and Competencies of Staff:
  - a. The organization will determine if its staff possesses the necessary skills, training, and competencies to meet the specific needs of the prospective patient.
  - b. Staff assignments will align with:
    - i. Licensure and certification of staff
    - ii. Specialized skills (e.g., wound care, IV therapy, lymphedema treatment, dementia care, falls prevention)
5. Documentation:
  - a. All assessments, decisions, and communications regarding acceptance or denial of services will be documented in the patient's referral record.
6. Skilled services provided found on Adoray's website: <https://adoray.org/>