Home Health Admission Documents

**This is a list of the documents required to be used at the start of care and what is needed in the chart**

**Home Health Handbook**

* + 4/20 is current print

**Electronic Signature Forms (preferred)**

* + Admission Agreement 2
  + Projected Payment Form 2

**Paper Signature Forms** –

* Admission Agreement – 8/19 current print
  + Page 2 needs signed and returned to the office unless Electronic Signature Forms are completed
  + copy must be left in patient’s home
  + This form includes all information in the Electronic Signature Forms – Admission Agreement 2 and Projected Payment Form 2
* Medication List – 8/19 current print
  + Copy left in the home for patient’s use until Patient Information Report is delivered
* Preferred Provider Form – 8/19 current print
  + this an Ohio Living required form

**Optional – may be used if needed**

Authorization for Use and Disclosure of Health Information

**Prior to uploading to Forcura**

* Check
  + to ensure patient name is spelled correctly and is legible
  + to ensure patient or caregiver has signed the form
  + to ensure form is signed by clinician if required
  + to ensure the form is dated

**When uploading to Forcura**

* Only send what is required or optional
  + If you have other documents that you want in the chart, please check first
* Advanced Directives – keep in order and together as some pages are not numbered and not all have the patient’s name on it
* Try not to send blank pages – don’t use the double sided option on the printer if not needed
* Do not send more than 25 pages at one time
* Only send one time – have a process in your office to know who is responsible to upload
  + If you do not see something, check with your CMR first
  + Allow time to attach to Forcura
    - Patient forms are the lowest priority