# Hospice 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**

**Hospice Handbook**

* 5/21 current print – (reviewed 9/21 for reprint with few changes – no compliance changes)
  + Continue to use up supply of 5/21 print

**Electronic Forms – preferred – copies of all forms are in the handbook**

* Hospice Election Statement 2
* Hospice Admission Agreement 3
* Authorization for Use and Disclosure

**Paper Forms – copies of all forms are in the handbook**

* **Hospice Election Statement (NOE) -** 9/20 current print
  + Both pages need returned
* **Hospice Admission Agreement**
  + 11/19 current print
  + 2nd page with signature
    - 1st page is not needed because signature is on page 2/2 and pages are numbered
* **Disclosure and Authorization Form** 
  + This is for disclosure of name, picture or other information used to promote Ohio Living
* **Special Instructions for Disposal of Medications at Home** 
  + This is a state of Ohio requirement
* **Medication List** – 8/19 current print
  + Copy left in the home for patient’s use until Patient Medication List is delivered
* **Preferred Provider Form** – 8/19 current print
  + this an Ohio Living required form

**Optional forms**

Authorization for Use and Disclosure of Health Information – request for Medical Records form – different from the other form

Opioid Risk Tool

Patient Notification of Hospice Non-Covered Items, Services, and Drugs (Hospice Addendum) – signed at any time during patient’s hospice stay

Advance Directives, Power of Attorney, Living Will

**What is not needed –** these are forms that we see that are not needed or put in the chart

* Military History Form – it is in HCHB
* Friends and Family Info Sheet – this information goes in Patient Information
* Facility, Hospice, Family Tasks Form – this form goes to the facility
* Oxygen Safety Form – not a requirement
* Medicare Benefit – signed by the patient/caregiver no longer a requirement as all the information is on the NOE and in the handbook
* Hope Questions for Spiritual Care – goes in Episode and comment of date of the visit it was completed with.
* Notice of Privacy Practice Acknowledgement Form – this is an OL Community Form

**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