

Resident Guidelines for Filling Out Home Health Paperwork (CATEGORICALS ONLY)

RULE 1): Only “certifications” need to be signed off by an attending, a simple PT/OT order or med change only needs a resident signature

Some papers will say the word CERTIFICATION on them. These require closer attention (explained below). If the order is not a certification, simply check to make sure that the order makes sense and that the patient is, indeed, a patient of the IMC, and sign the paper. Non-certifications only need a resident signature. You are free to place these papers in the fax pile, which is in the front of the IMC near the registration window.

Certifications (Rules 2-5): these are an overall plan of care and is the home care agency’s way of asking us 1.)

Does the patient need home care? And 2.) Do we agree with the care plan?

You don’t need to read the entire certification, but there are few important things to look at:

RULE 2): Review the patient’s problem list and clinical situation to ensure that they **actually need home care and have been seen in the last 6 months**. Most patients will qualify, and home health agencies will often let you know when a patient can be discharged from their services. For example, a 77 year old patient with macular degeneration, diabetes, and dementia would undoubtedly qualify for home services. A young patient with no medical problems receiving home care could raise concerns, although this is not common. If you do not think the patient needs home care, please write that on a sticky note on the certification and place it in the box designated “**Home Care**” so it can review it. You can do the same thing for patients who haven’t been seen in 6 months.

RULE 3): Review medications, (This one is important): preferably using a “check mark” system to make sure that the meds on the certification match what you have in EPIC. If it is very incorrect I recommend just printing out the med list from “misc reports” and attaching it to the back of the home care certification

RULE 4): Please **SIGN every page!** And leave some room so that it can be cosigned by an attending

RULE 5): Place certifications in the IMC box labeled “**home care**” so it can be reviewed and co-signed by an attending.