POLICY

This facility will coordinate on-site health services provided by outside service providers such as hospice, home health, or other privately paid supplemental health care providers, etc. During this process the following will occur so that the facility is aware of and can help manage care needs:

PROCEDURES

Health professionals providing on-site health services to residents are required to leave written record of each visit using the Health Professional Communication form.

- This communication document is to be filled out completely, dated, and signed after each visit before the health professional leaves the building.
- The resident’s name, apartment number, notes, and recommendations or orders must be clearly written to prevent any delay in incorporating recommendations into the residents' plan of care.
- All documentation left by visiting professionals must be legible, and documented on the “Health Professional Communication Form.”
- Written documentation provided by outside service providers should reflect services being provided to the resident and any clinical information necessary for facility staff to provide supplemental care.

The Professional Communication binder is kept in the medication room or at the front desk, based on building design, clearly labeled, to ensure ease of access for visiting health professionals.

The facility management or nurse will review information provided by outside providers to ensure that staff are informed of new interventions, and the service plan and other communication systems are updated and adjusted when necessary.

The facility nurse will review the residents’ health related service plan changes that are made as a result of the provision of on-site health services.

FORMS
Health Professional Communication Form
Health Professional Alerts