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| Field Clinician  Performs supervisory visits q 14 days, documents in EHR  O.T. evaluates patient.  Identifies need for HHA  Reviews POC with HHA |
| Home Health Aide  Document each contact in Telephony or, in case of system outage/scheduling error, use HHA Visit form. All paper forms turned in within 24 hours and scanned to chart by S/OC..  Copy left in home for HHA to review  Makes visit |
| -  Notify S/OC of missed visit. S/OC reschedules. If unable to reschedule, notify DPCC/HPCC to complete missed visit note in system S/OC faxes copy of missed visit note to physician.  POC scanned into EHR  Scheduling & Office Coordinator (S/OC) |
| Director Patient Centered Care (DPCC)  Order Occupational Therapy Evaluation  Monitor for compliance, Supervisory Visits, Auth.  Creates Aide Admit, Care Plan and Visit Frequencies, confirms there are names in “Primary” under Services tab  Clinician, DPCC agree on POC elements  Hospice Patient Care Coordinator (HPCC) |