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| **Episode Management – Nursing Admissions** | **Last Revision:** | May 2015 |
| **Last Reviewed:** | May 2015 |
| **Applies to the following group of THA companies:** | Island Health Care |
| **Included in the following THA Manual:** | Administrative Policies & Procedures  Provision of Care, Treatment & Service |

**PURPOSE**

To provide a structured, fiscally responsible, patient centered plan of care.

**POLICY**

It is the policy of Island Health Care to provide fiscally responsible, patient centered care; to guarantee that the care delivered is appropriate to the patient’s individual needs, and to provide increased patient contact in the days immediately following hospital discharge, when the patient is at the greatest risk for re-hospitalization.

**PROCESS**

1. The initial evaluation contact is made by the Start of Care (SOC) Registered Nurse (RN) *(Day 1)*
   1. At completion of the initial assessment, the SOC RN calls and reports to the Director of Patient Centered Care (DPCC).
   2. All SOC data entered
2. The DPCC determines, in concert with the SOC RN:
   1. Risk Stratification
   2. Skilled Nurse (SN) visit order frequency for the first 2 weeks of service
   3. Referrals for other disciplines
3. Scheduling assigns visits per orders in Staff and Services Management
4. Therapy evaluation is scheduled and completed *(Day 1-3)*
5. The SOC OASIS is coded, then reviewed *(Day 3-5)* and returned to SOC clinician to make changes as needed and sign
6. The DPCC downloads the Home Health Resource Group (HHRG) from Strategic Healthcare Partnership (SHP )*(Day 5-7)*
   1. Data entered into Predictive Spreadsheet to project financial outcomes
      1. Positive Balance – no changes
      2. Negative Balance – DPCC investigates
         1. If changes are needed, the appropriate staff person makes those changes, and the outcomes re-evaluated.
         2. If there are no changes to correct the situation, the DPCC may elect to include it as one of the 25% of cases to accept a loss on.
   2. DPCC completes the Plan of Care (POC)
7. Request for Anticipated Payment (RAP) is billed *(Day 7-8)*
8. Cash received in 5-7 business day