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| Hospice Respite Care | **Last Revision:** | July 2018 |
| **Last Reviewed:** | July 2018 |
| **Applies to the following THA Group of Companies:** | Island Hospice |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Provision of Care, Treatment, & Service |

**PURPOSE**

To provide respite level of care to Island Hospice patients family who need relief from the patient care.

#### POLICY

Respite is one of four levels of care mandated by CMS for certified hospices to provide to hospice beneficiaries. Respite care is a required service, which means that if the patient is willing and the family needs it, the hospice must provide placement in a facility for the patient up to 5 days, after which the patient is transferred back home.

# PROCEDURE

1. The RN Care Coordinator or the social worker in the field evaluates the patient/family need for respite services. This level of care is appropriate for a patient residing at home whose caregiver can not provide care on a short term basis for reasons such as caregiver illness or caregiver fatigue
2. Obtain orders from the Medical Director in collaboration with AVP of Hospice and/or registered nurse.
3. Provide the pertinent paperwork including medication orders, DNR, most recent Interdisciplinary Team (IDT) care plan and pertinent nursing notes to the contracted facility in preparation. If a PPD is required for the facility this must also be arranged.
4. If the patient is placed for temporary respite in a facility such as a hospital, assisted living, or nursing home, the family must provide the patient’s medications in the prescription bottles and the active medication list must match what the family provides.
5. Arrange for transportation to and from the facility if the family cannot provide this.
6. Ensure that respite charges are billed appropriately to THA Group/Island Hospice.

# Change in Level of Care

The Finance Dept - is responsible for changing the patient’s care level in the EMR appropriately as patient transfers from one care level to another.