



Accreditation GUIDE

* Organization:

- Maintain and Organized/Numerated **Logs** including:
 - **Emergency Log**: Including Emergency Plan, Medication, POC, Evacuation Form (if applicable), by Category. Maintain Proof of Plan Updates and submissions (annual)
 - Hospitalization Log
 - Minutes Logs
 - Grievance/Complaints
 - In-Services
 - Storage Area Cleaning
 - Transfer Log
 - Inventory Log
 - Patients Surveys (Quarterly review)
 - Employees Surveys
 - Accident/Incident
 - Copy of all Contracts
 - File Movement
 - QA review Log
 - On-Call Log (Posted)
 - Visitors Log
 - Referral Log
 - License Verification (Employees, MDs)
 - Medical Supplies Log
 - Physicians Surveys
 - Infection Control

- **MINUTES** (Quarterly)
 - Safety. Fire Drill
 - Advisory Committee
 - Utilization review
 - Board of Directors
 - QA/QI minutes
 - Ethic

- **FORMS**:
 - DNR order
 - BS Log with Glucometer Calibration.
 - Staff Change Form
 - DC Instructions, Summary, Letters
 - Photo authorization, Wound Record, Wound Body, Wound photo
 - Admission Order, Recert Order, Reinstatement Order, DC Order
 - Missed Visit.
 - Advance Beneficiary Notices
 - Medicare Provider Non Coverage
 - Patient Transfer
 - 60 Days Summary
 - Medication Form
 - Progress Notes (Nurse, HHA)
 - Therapy Forms (Including Plan, Eval, SV, Notes, DC)
 - Authorization to Sign
 - In-Home Calendar
 - Case manager Report
 - Bill of Rights new
 - BP/VS Log
 - Referral Form
 - DC Packages
 - Caregiver Affidavit
 - Recert Packages
 - Case Conference
 - Verbal/Modify Orders
 - Team Communication
 - Admission Packages
 - Supervision Forms
 - Weekly, Itinerary
 - MSW forms

- **Policy Updates**, including all necessary Manuals:
 - **QA Manual** (including S/U review, Progress Notes review, Services review, Chart review, Utilization review, DC planning)
 - Wound Protocol, Laboratory Manual, Infection Control
 - Biomedical waste, Bloodborne Manual
 - Civil Rights, Emergency Plan current
 - HIPAA Manual
 - Alzheimer's Training Curriculum (2 hrs training for all Employees, with Approved Material)
 - Pain Management Manual
 - Orientation In-Service Manual & Calendar
 - Clinical Procedures. OASIS test

- **Educational Brochures:**
 - Advance Directives, Alzheimer's
 - HIPAA Privacy
 - Diabetes
 - Medications
 - Personal Health Record

- **Labels:**
 - Biomedical waste
 - Confidential
 - Resources Guide
 - QA review
 - Allergies

- **Filing System:**
 - Manila Folders & Dividers
 - Numerical labels
 - Year label

- **Self Study** done: Home Care & Core

- **Employee:**
 - Handbooks
 - IDs
 - Surveys
 - Probation - Annual Evaluation
 - In-Services: HIPAA, Infection, HIV, OSHA, Alzheimer's, Various & all Cultural backgrounds, Fraud & Abuse
 - Verification license
 - Up to date documents/chart
 - Initial Orientation
 - key Employees: Resume
 - Agreement/Contract

- Posters:**
 - Regulation current Year
 - HIPAA