

Hospice Patient Admission Packet

November 2021

The patient admission packet contains important information for your patient and the family/caregiver and is usually provided during the start of care visit. There are several "must have" items in that admission packet to be in compliance with federal regulations. Audit your patient admission packet to ensure that the following information is included:

- Informed consent
- Hospice Election of Hospice Services
- Notice of Patient Privacy
- Notice of patient rights and responsibilities (specifics are included in the CoPs at § 418.52(c))
- Advance care directive information.
- Information about Medicare covered hospice services (may be in election statement).
- Information about the scope of services that the hospice will provide and specific limitations on those services (may be in election statement).
- Material about patient financial liability for any services (may be in election statement).
- Information about how to contact the hospice after regular business hours.
- Information about how to make a complaint to the hospice and how to contact the state survey agency hot line.
- Copy of the controlled drug disposal policy if controlled drugs at admission (good process to use for all admissions regardless if ordered or not at admission).

Additional information that is not required but recommended:

- Explanation that all services related to the terminal illness or related conditions need to be approved by the hospice provider or the patient will be financially liable for those services. Provide specific reference to unapproved visits to the emergency room, inpatient hospital admission, and visiting specialty physicians. (This is stated in the CMS Medicare Hospice Benefit Booklet [O2154-Medicare-Hospice-Benefits.PDF](#))
- Explanation about medication coverage under Medicare Part D as applicable.
- Explanation for reasons a patient may be discharged live:
 1. Patient moves out the hospice's service area or is admitted to a non-contracted facility for emergent care.
 2. Patient is no longer considered hospice eligible by the hospice physician, and they will be provided a minimum 2-day notice of discharge from the hospice program and the opportunity to appeal the discharge decision.
 3. Patient is discharged because of their behavior issues or behavior issues of someone in the home which makes delivery of hospice services not possible.
- Copy of contracted hospital/facility list
- Explanation of how hospice services will appear on a Medicare Summary Notice (MSN)