



Policy Effective Date : 1/1/2025

Policy Reviewed: 12/18/2024

Policy Revised:

## **9.03.2 Admission to Service**

### **POLICY**

Patients will be accepted for home health services only when there is a reasonable expectation that the agency has the capacity to meet the patients care needs.

### **PURPOSE**

The purpose of this policy is to establish a standardized and consistent process for accepting patients for home health services that evaluates the capacity of the agency to meet the needs of the referred patients. This policy complies with regulatory requirements outlined by CMS in CoP # 484.105(i).

### **SCOPE**

This policy applies to all patient referrals received.

### **POLICY OVERVIEW**

The decision to accept or deny a referral will be made on an evaluation of the following criteria:

1. Anticipated needs of the referred patient – evaluate patient condition, care requirements, duration of care, and safety of home environment.
2. Agency case load and case mix – evaluate and determine if the agency can accommodate the type of services needed along with the current census.
3. Staffing levels – evaluate whether or not there is qualified staff available to provide appropriate and timely care to referred patient along with existing patients.
4. Skills and competencies of the HHA staff – evaluate the necessary skills and competencies of staff to determine that the specific needs and specialized services of the referred patient can be met.