

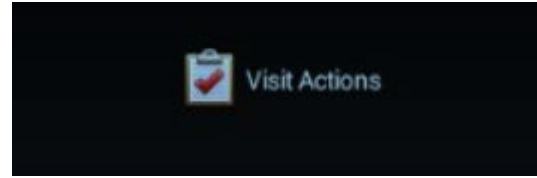
# Hospice Signature Forms

& Electronic consents



# Signature Forms in Pointcare

- ▶ Signature forms in PointCare are added from the Visit Actions Screen/Electronic Forms



## Signature Forms:

- ▶ Must be added at the start of the visit
- ▶ Cannot be added to a visit after the visit is Paused, or Incompleted
- ▶ Cannot be edited after the patient signature is obtained
- ▶ Cannot be edited after the visits is Paused or Incompleted



# What forms are required for a Hospice Admission?

## All Admissions:

- ▶ Hospice Consent- Electronic Version
- ▶ Hospice Election Statement-NOE-Electronic Version

On October 1<sup>st</sup> the two forms above replace the combined NOE/Consent form: Merrimack Valley Hospice Informed Consent & Election of the Medicare Hospice Benefit.

- ▶ Interactive Telephonic/Video visits Consent Form
- ▶ MA Health Election- Paper Form

## Facility Admissions:

- ❖ Verification of Reimbursement- Electronic



# What other consent forms are available?

## Electronic:

- ▶ MD Change forms- must be completed when the patient identifies a change in the elected primary care physician.
- ▶ Consent for Clinical Photography Videotaping, Audiotaping, and other Multimedia Imaging of patients - Required for Hospice House Admissions, and may be added as need for all others.

## Paper

- ▶ The Financial forms for the Hospice House will remain on Paper.



# Completing the Notice of Hospice Election, NOE in PointCare

While many forms such as the new Hospice Consent will require only a patient and clinicians signature, the NOE contains required fields, that must be completed prior to obtaining signatures.

## NOE- Required Fields

### PATIENT ALTERNATIVE ELECTIONS (IF APPLICABLE)

#### Attending Physician Question

DOES THE PATIENT CHOOSE TO ELECT AN ATTENDING PHYSICIAN? NO OR YES

**If yes then:**

ENTER NAME OF ELECTED ATTENDING PHYSICIAN. INCLUDE FIRST AND LAST NAME:

(Note that the attending physician may be changed using the Attending Change Forms as needed after the start of care NOE is completed)

#### SOC Date Question

IS THE EFFECTIVE DATE OF THE ELECTION OF THE HOSPICE BENEFIT DIFFERENT FROM THE SIGNATURE DATE? NO or YES

**If yes then:**

ENTER THE EFFECTIVE DATE OF THE HOSPICE BENEFIT(DO NOT ENTER DATE PRIOR THAN TODAY, INCLUDE MONTH, DAY AND YEAR):



# What should I do if there is HCHB downtime or if I am obtaining a consent outside of a visit being completed in PointCare?

- ▶ In the event that a consent must be completed outside of a visit being completed in PointCare, there are paper forms available for completion.
- ▶ Paper NOE forms must be returned to the office within 24 hours.

