

Nationwide Children's Hospital Homecare Epic Home Visit Documentation and Required Signed Orders

Homecare visit documentation is available in Epic for Homecare and Hospice nursing, therapy, and social work visits under the **Encounters tab**. For more information, you can also review visit information in the **Episodes tab**.

Epic inbasket is used to communicate patient needs, send orders and Plan of Care documents for signature. To place a referral search “**ref home**” once in Epic.

Internal NCH providers will submit orders for Homecare Pharmacy and Home Medical Equipment via Epic. **External providers** will continue to send orders via secure fax or telephone. The pharmacy and home medical equipment clinical documentation is in an ancillary system application.

Help us keep Nationwide Children's Hospital Medicaid Compliant

- Signed orders and signed Plan of Care documents are required to schedule and provide ongoing patient care, accurately bill insurance and keep Nationwide Children's Hospital Medicaid compliant.
- Homecare has adopted the same requirements as other NCH **orders** sent through Epic inbasket to require a **signature within 48 hours**.
- In recognition that a patient home health **Plan of Care** requires more time for review and contains multiple orders, a **signature is required within 5 days** of receipt in Epic inbasket.
- For physicians receiving orders and Plan of Care documents through fax method, an additional 48 hours is given for signature requirements.
- The Plan of Care is revised every 60 days based on an updated comprehensive assessment, including any changes in patient care and orders so all staff are working from a current plan. *Note: All patient care orders, including telephone orders are part of the patient Plan of Care. The Plan of Care may include orders for treatment or services received from physicians other than the responsible physician. When all ongoing orders are incorporated in the Plan of Care, **the responsible physician for home health services reviews and signs the Plan of Care.***

To Assist with Completing Plan of Care orders by Obtaining Physician Signatures Homecare will –

- Integrate orders in to the Plan of Care from all physicians involved in a patient's care to assure the coordination of all services and interventions provided to the patient.
- Assure the responsible physician is aware of changes in patient condition and orders received from other physicians.
- Provide an aggressive follow-up schedule by HIM for unsigned orders and Plan of Care documents. You may receive additional notices via Epic inbasket, e-mail and phone.

Questions regarding Homecare referrals and request for timely signed orders email Carolyn.Figi@NationwideChildrens.org or call 614-355-1112.

