



Admitting RN Verbal Certification Process CL-P-20	
Action	Date
Effective Date	04-01-2023
Reviewed	02-2023
Revised	

PROCESS STATEMENT: This process outlines the requirements for determining the hospice attending physician, obtaining verbal certification (hospice attending and hospice medical director), and appropriate documentation by the admitting RN.

PROCESS:

- The patient/family have the right to elect their hospice attending physician and that physician must agree to serve in that role and provide verbal certification.
- Medicare patients have the right to not elect an attending in which case the hospice physician will fulfill the role.
- If the patient resides in a NH/hospital, then the facility attending needs to remain as the hospice attending in order to bill for their physician visits.
- Identify if admission paperwork has been completed and, if so, if an attending physician was elected on the EOB.
 - Attending physician elected on EOB during previous visit or this visit: AH staff member must contact that physician to notify them of the election.
 - If the physician agrees to serve as attending and provide verbal certification for hospice, then document attending physician verbal certification coordination note.
 - If the physician declines to serve as attending, then discussion needs to occur with the family for election of different attending or none (if Medicare).
 - Complete a new EOB if one had been completed on a previous visit.
 - If we are unable to reach the attending (including NH/hospital physicians):
 - Discuss with the pt/family about electing a different physician or none (if Medicare) on the EOB until we can contact their preferred attending physician on the next business day or when available.
 - Complete a new EOB if one had been completed on a previous visit.
 - If needed or requested, complete a Change of Designated Attending Physician form to name their elected/facility attending physician and the future date of election.
- Collaborate with the Arkansas Hospice physician to obtain and document the medical director verbal certification.

- If the medical director is serving as the attending, then it is acceptable to have just the medical director verbal certification coordination note documented.
- The nurse's note should be clear regarding the physician(s) collaborated with and from whom orders were received.
- Notify the office of follow up needed per any change of designated attending.