

## ADMINISTRATIVE POLICIES AND PROCEDURES

### TABLE OF CONTENTS

<b>ADMINISTRATIVE POLICIES &amp; PROCEDURES</b>	
Affirmative Action	A.1
Client Payments	A.2
Clinical Record	A.3
Clinical Record Review	A.4
Conflict of Interest	A.5
External Request for Copies	A.6
Filing Clinical Record Without Nurse Signature	A.7
General Administration	A.8
Incident Reporting	A.9
Physician Orders	A.10
Tracking Physician Orders	A.11
OASIS Implementation	A.12
Business Associate	A.13
Nursing Visit	A.14
Medicare Advantage Appeals	A.15
Notice Of Medicare Provider Non-Coverage	A.16
HHABN	A.17
Emergency Management Plan	A.18
Pandemic Influenza Preparedness Plan	A.19
Meeting the Needs of Complex Clients	A.20
Electronic Signature	A.21
Medication Reconciliation	A.22
Anticoagulation Therapy	A.23
Prevention of Medical Identity Theft	A.24
Comprehensive Assessment	A.25

## HUMAN RESOURCE POLICIES AND PROCEDURES

### TABLE OF CONTENTS

<b>HUMAN RESOURCE POLICIES &amp; PROCEDURES</b>	
Accepting Gratuities	B.1
Accident/Injury Reduction	B.2
Orientation	B.3
Client/Employee Relationship	B.4
Continuing Education: Staff	B.5
Court Services	B.6
Criminal Disqualification of Applicants, Licensees, Employees, Contractors & Volunteers	B.7
Nondiscrimination of Employees	B.8
Exposure Control: Bloodborne Pathogens	B.9
Exposure Control: Communicable Disease	B.10
Exposure Control: Hepatitis	B.11
Exposure Control: Infectious Waste	B.12
Tuberculosis Worker Screening	B.13
Tuberculosis Organizational Screening	B.13a
Tuberculosis Mantoux Testing	B.13b
Tuberculosis Control Plan	B.13c
Tuberculosis Training	B.13d
Open for Adding	B.14
Employee Appeals	B.15
Employee Assistance	B.16
Employee Resignation	B.17
General Human Resources	B.18
Home Health Aide Competency Testing	B.19
Minor Employees	B.20
Reimbursement for Parking and Fines	B.21
Payroll	B.22
Performance Evaluation	B.23
Personnel Hiring	B.24
Progressive Counseling	B.25
Sexual Harassment	B.26
Workers Compensation	B.27
Workplace Violence	B.28
Privacy Violations	B.29

Employee Education: Fraud & Abuse Compliance	B.30
Billing & Time Sheets	B.31
Hiring & Screening	B.32
Clinical Record Documentation	B.33
Laptop/Point of Care Safety & Security	B.34

**PRACTICE POLICIES AND PROCEDURES  
TABLE OF CONTENTS**

<b>PRACTICE POLICIES &amp; PROCEDURES</b>	
Blood Pressure Monitoring	D.1
Mechanical Lift	D.2
Urinary Catheterization	D.3
Central Venous Catheters Blood Sampling	D.4
Cleaning Heated Respiratory Humidifier	D.5
Cleaning and Maintenance of a Hand Held Resuscitator Bag	D.6
Elastic Bandage Application	D.7
Foley Catheterization	D.8
Foot Care	D.9
Gastrostomy Care	D.10
Gastrostomy Tube Feeding	D.11
Gastrostomy Tube Insertion	D.12
Handwashing	D.13
Maintaining and Cleaning of Home Mechanical Ventilators	D.14
Medication: Controlled	D.15
Medication Administration	D.16
Medication Disposition Disposal	D.16b
Medication Administration Insulin Pen	D.16c
Medication Administration: Rectal	D.16d
Medication Administration: Topical	D.16e
Medication Administration: Eye, Ear Drops	D.16f
Medication Administration: Oral	D.16g
Nail Care	D.17
Nasogastric Tube Feedings	D.18
Nebulizer Cleaning and Maintenance	D.19
Oral Suctioning	D.20

Ostomy Care	D.21
Passive Range of Motion	D.22
Intermittent Self-Catheterization	D.23
Safe Medical Device Coordinator	D.24
Safe Medical Device Incident Reporting	D.25
Safe Medical Device Act Team	D.26
Suction Equipment: Maintenance & Cleaning	D.27
Tracheostomy Site Care	D.28
Changing Trach Tube Ties	D.29
Tracheostomy Tube Change	D.30
Transfer to Wheelchair	D.31
Venipuncture	D.32
Ventilator Care	D.33
Wound Care	D.34
Glucose Monitoring & Insulin Administration	D.35
Administration of IV Antibiotics: Needleless Carpuject System	D.36
Discontinuing Peripheral IV Site	D.37
Home Infusion Therapy	D.38
Stool Collection	D.39
Urine Specimen Collection	D.40
Critical Lab Values	D.41
Care, Maintenance, & Removal of Peripherally Inserted Catheters	D.42
Pleural Catheter Drainage	D.43

**SERVICE POLICIES AND PROCEDURES  
TABLE OF CONTENTS**

<b>SERVICE POLICIES &amp; PROCEDURES</b>	
Client Admission	C.1
Advance Directives/Self Determination	C.2
Client and Family Education	C.3
Program Accessibility for Persons with Disabilities	C.4
Client Satisfaction	C.5
Communicating with Limited-English-Proficient Persons	C.6
Communicating with the Hearing Impaired	C.7
Contract Services	C.8

Coordination of Services	C.9
Discharge from Service	C.10
Discontinuation of Life Sustaining Treatment & Informed Consent	C.11
Do Not Resuscitate (DNR)	C.12
Emergency Services	C.13
Handling Client's Finances & Property	C.14
Psychiatric Nursing	C.15
On-Call RN	C.16
Service Agreement	C.17
Service Priority	C.18
Supervisory Plan	C.19
Quality Improvement (QI) Plan	C.20
HIPAA Compliance Overview	C.21
Vulnerable Client	C.22
Client Appeals Policy	C.23
Client Privacy Rights	C.24
Client Request for Confidential Communication	C.25
Minimum Necessary	C.26
Notice of Privacy Practice	C.27
Use of Authorizations	C.28
Request for Restrictions	C.29
Request for Accounting of Disclosures	C.30
Marketing	C.31
Fundraising & PHI	C.32
Privacy of Health Information of Deceased Clients	C.33
Antibiotic Resistant Organisms:	C.34
Waived Testing	C.35