

## Hospice Documentation Audit Tool

	Yes	No	N/A
<b>Is the Notice of Election (NOE) statement present?</b>			
Does the Notice of Election (NOE) statement include these elements?			
Name of Hospice			
Hospice is palliative not curative			
Other Part A Medicare benefits waived			
Effective date			
Signature			
For Hospice elections beginning on or after 10/1/2020, does it include providing the individual with information indicating that services unrelated to the terminal illness and related conditions are exceptional and unusual and the hospice should be providing virtually all care needed by the individual who has elected hospice?			
For Hospice elections beginning on or after 10/1/2020, notification of the individual's (or representative's) right to receive an election statement addendum			
For Hospice elections beginning on or after 10/1/2020, information on the Beneficiary and Family Centered Care Quality Improvement Organization (BFCC-QIO), including the right to immediate advocacy and BFCC-QIO contact information			
Does it include choice of attending physician, if any?			
Is any change in attending physician documented as being patient choice with the signature of the patient or representative reflected?			
<b>Is a Hospice Election Statement Addendum present, if requested on elections on or after 10/1/2020?</b>			
Does the addendum include these elements?			
It is titled "Patient Notification of Hospice Non-Covered Items, Services, and Drugs"?			
Name of the hospice			
Individual's name and hospice medical record identifier			
Identification of the individual's terminal illness and related conditions			
A list of the individual's conditions present on hospice admission			
A written clinical explanation, in language the individual (or representative) can understand, as to why the identified conditions, items, services and drugs are considered unrelated to the individual's terminal illness and related conditions and not needed for pain or symptom management			
References to any relevant clinical practice, policy, or coverage guidelines			
Information on the following: 1. Purpose of addendum 2. Right to immediate advocacy			
Name and signature of the individual (or representative) and date signed, along with a statement that signing this addendum (or its updates) is only acknowledgement of receipt of the addendum (or its updates)			
<b>Is initial physician certification present?</b>			
Is certification on file for all dates billed?			
Is initial certification signed by hospice medical director and attending physician (if applicable)?			
Is initial certification obtained within two days of the start of care?			
If the written certification was not obtained within two days, is it on file prior to filing a claim?			

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Does certification include prognosis statement?			
Are the dates of the benefit period documented?			
<b>Is subsequent physician certification present?</b>			
Is subsequent certification for dates billed? (Does it cover the entire period billed?)			
Is subsequent certification signed and dated by hospice medical director?			
Is subsequent certification obtained within two days of start of the benefit period?			
Does subsequent certification include prognosis statement?			
If the written certification was not obtained within two days, is it on file prior to filing a claim?			
Is verbal certification valid obtained within two days of the start of care?			
Are the dates of the benefit period documented?			
<b>Is physician narrative statement present?</b>			
Does the narrative include an attestation?			
<b>Is face-to-face encounter present?</b>			
Is hospice face to face encounter conducted within 30 days of the start of the benefit period (or within two days of admission if exceptional circumstances are documented)?			
Does the face to face encounter include an attestation?			
<b>Is plan of care present to cover dates billed?</b>			
Is plan of care present to include review/updates every 15 days?			