

Cheat Sheet Hospice Documentation

This cheat sheet covers the key hospice documentation requirements including election statements, certification of terminal illness, recertifications, and face-to-face encounters, ensuring compliance with CMS guidelines.

Category	Documentation details
Beneficiary election statement	Identification of the hospice providing care
	Acknowledgment of palliative vs. Curative treatment
	Acknowledgment of waiving traditional medicare benefits
	Effective date of hospice election
	Designated attending physician information (if applicable)
	Acknowledgment that the attending physician is the beneficiary's choice
	Signed and dated notice of election (noe)
Initial certification of terminal illness (CTI)	Certification signed by attending physician (if applicable) and hospice medical director within two days
	Verbal certification documented (if written cti was not signed in time)
	CTI includes benefit period dates (from and thru dates)
	CTI includes a physician narrative with clinical findings supporting life expectancy of six months or less
	Statement confirming the physician composed the narrative
Subsequent certification (SC)	Recertification statement signed by hospice medical director or physician
	SC signed and dated within two days of the certification period, no earlier than 15 days before certification
	SC includes benefit period dates and a physician narrative
	Attestation statement that the physician composed the narrative
	Face-to-face (FTF) encounter included (if applicable, for third or later benefit periods)
Oral certification	Obtained within two calendar days if written certification was delayed
	Physician providing oral certification is documented
	Statement that the individual's medical prognosis is six months or less

Improving Hospice Documentation

WJ Hussar

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular glow behind it.

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Table of Contents Improving Hospice Documentation

1. Understanding the eBook Improving Hospice Documentation
 - The Rise of Digital Reading Improving Hospice Documentation
 - Advantages of eBooks Over Traditional Books
2. Identifying Improving Hospice Documentation
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Improving Hospice Documentation
 - User-Friendly Interface
4. Exploring eBook Recommendations from Improving Hospice Documentation
 - Personalized Recommendations
 - Improving Hospice Documentation User Reviews and Ratings
 - Improving Hospice Documentation and Bestseller Lists
5. Accessing Improving Hospice Documentation Free and Paid eBooks
 - Improving Hospice Documentation Public Domain eBooks

- Improving Hospice Documentation eBook Subscription Services
- Improving Hospice Documentation Budget-Friendly Options
- 6. Navigating Improving Hospice Documentation eBook Formats
 - ePub, PDF, MOBI, and More
 - Improving Hospice Documentation Compatibility with Devices
 - Improving Hospice Documentation Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Improving Hospice Documentation
 - Highlighting and Note-Taking Improving Hospice Documentation
 - Interactive Elements Improving Hospice Documentation
- 8. Staying Engaged with Improving Hospice Documentation
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Improving Hospice Documentation
- 9. Balancing eBooks and Physical Books Improving Hospice Documentation
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Improving Hospice Documentation
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Improving Hospice Documentation
 - Setting Reading Goals Improving Hospice Documentation
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Improving Hospice Documentation
 - Fact-Checking eBook Content of Improving Hospice Documentation
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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