Home Health Face to Face Checklist

General:

_ Is the encounter performed within the time frame (90 days before - 30 days after)?
_ Is it signed and dated prior to the submission of the claim for billing?
_ Does it contain the date of the encounter?
_ If the encounter was performed by a non-physician practitioner, does the physician’s documentation in the clinical record corroborate the encounter documentation?
_ Does information submitted by the Home Health Agency corroborate other medical record entries and align with the time period in which services were rendered?
_ Is information submitted by the Home Health Agency signed by the physician?

Documentation to support the need for Home Health Services:

_ Does it describe the patient's condition and symptoms, not just a list of diagnoses?
_ Is the reason for Home Health services a:
  _ New problem or
  _ An exacerbation of a previous problem
_ If this post-operative patient:
  How long ago was the surgery? ________________________
  Were there any complications? ________________________
_ If pain is a symptom
  Is pain a new symptom? ______________
  How severe is the pain? ______________
_ Does the patient have medical restrictions on activity? ________________________
_ Is the need for assistive devices documented? ________________________
Documentation to support the need for skilled services:

_ Is there evidence that skilled Therapy is needed?

  Restore patient function  yes  no
  Design or establish a maintenance program  yes  no
  Perform maintenance therapy  yes  no

_ Is there evidence that skilled Physical Therapy (PT) is needed? (Note this is not an all-inclusive list.)

  Assessment of functional deficits and home safety evaluation
  Therapeutic Exercises
  Restore joint function for post joint replacement patient
  Gait Training
  ADL Training
  Other ______________________

_ Is there evidence that Speech Therapy is needed? (Note this is not an all-inclusive list.)

  Therapeutic exercise to improve swallowing
  Therapeutic exercise to improve language function
  Therapeutic exercise to improve cognitive function

_ Is there evidence that Skilled Nursing is needed? (Note this is not an all-inclusive list.)

  Teaching/training for ________________________________
  Observation & assessment for __________________________
  Complex care plan management _________________________
  Administration of certain medications ___________________
  Psychiatric evaluation & therapy _______________________
  Rehabilitation nursing/direct nursing care _______________

Can these four questions be answered in the documentation?

1. What is the structural impairment?

2. What is the functional impairment?
3. What is the activity limitation?

4. How do the skills of a nurse or therapist address the specific structural/functional impairments and activity limitations cited in steps 1-3?