CHANGE OF DESIGNATED HOSPICE PROVIDER

NHPCO Standard(s): BOD Approval/Review 05/08/18

Regulatory Citation(s): COPs 418.30, 10 NYCRR 793.2(e)(1)

POLICY

High Peaks Hospice (HPH) will respect the right of any patient/family to transfer to another Hospice service provider. The patient or representative may change, once in each election period, the designation of the particular Hospice from which hospice care will be received.

PROCEDURE

1. HPH staff will provide information to the new Hospice provider to ensure continuity of care.

2. A “Change of Hospice Provider Statement” will be completed by the patient/family and both Hospices will sign agreeing to an effective date.

3. If the patient has elected the Medicare Hospice Benefit:
   
   A. The patient, responsible representative of the family, or legal guardian and both Hospices must sign a “Change of Hospice Provider Statement” form that states the date the change is to be effective and the name of the new Hospice provider.
   
   B. The “Change of Hospice Provider Statement” will be filed with both HPH and the new Hospice which will be providing services to the patient.

   C. Changing a designated Hospice provider is considered a “Transfer” and not a “revocation” of services.

   D. The patient/family will be informed of any resulting loss of benefit days. This change of provider can only occur once per benefit period.

LAST REVIEW DATE: IDT 12/27/17, Clinical Comm 02/13/18, BOD 03/26/18

LAST UPDATED: Comp Coord 02/01/18, 09/01/18

BOARD APPROVAL: May 8, 2018