

Admission Assessment Process

Step	Action/ Form(s)	Purpose	Performance Standard
1.	<b>Call patient to confirm visit</b>	Service courtesy, notify them you will need a copy of the discharge documents and all the medications they are currently taking.	Within 24 hours of visit. Patient acknowledges visit date/time
2.	<b>Admission Assessment</b> SK1 for skilled care cases (8 pg) PC1 for personal care cases (4 pg) SS1 for companion care (2pg)	To identify: 1.Patient – 2 unique identifiers 2.Care needs, allergies, fall risk, systems status, medications, code status, diagnosis, surgical procedure	Patient or responsible party affirms identity through 2 unique identifiers. <b>NO BLANK SECTIONS</b> Complete assessment delivered to office within 24 hours of assessment visit.
3.	<b>Patient Information &amp; Disclosure Documents</b>	Make patient aware of: Patient Rights & Responsibilities HIPAA Privacy Protections Advanced Care Directives Hand Hygiene / Infection Control Home Safety	Patient understands where to find information about privacy, rights, advance care directives, infection control, home safety
4.	<b>Plan of Care</b> 1. Page 8 of SK1 assessment 2. Kardex – Electronic link in OneHub for PC1 or SS1 assessments.	To provide nurses/ caregivers a list of instructions for ensuring patient safety and progress toward stated goals.	Clearly stated interventions/ care requirements consistent with MD orders and family/patient needs. Submitted to office within 24 hours of assessment visit.
5.	<b>Home Health Certification &amp; Plan of Care (Form 485) – For skilled care cases only.</b>	To provide a consistently formatted plan of care for sign-off by MD.	Clearly stated interventions/ care requirements consistent with MD orders and family/patient needs. Submitted to office within 24 hours of assessment visit.
6.	<b>Call BrightStar Office</b>	Call the office to confirm admission assessment complete.	Notification within 5 minutes of completion of admission assessment.
7.	<b>BrightStar Office calls MD</b>	Call MDs office to inform them that their patient has been admitted to BrightStar Health Care Services	Notification call within 30 minutes of completion of admission assessment visit. Okay to leave a message with the office number 415-332-3300.