

Guidelines for Care of Contracted Hospice Patients Admitted to Lutheran Hospice at the Collier Center

Prior to considering bringing a patient to Collier Center-IPU

Contracted Hospice Responsibilities	Collier IPU Staff Responsibilities
Do any of the following situations apply?	
<p>Full COR- Does this make sense for the inpatient hospice setting? What conversations can proactively happen prior to coming to Lutheran Collier Hospice IPU.</p>	<p>FULL COR on the IPU- What does this look like? We will accept a Full Cor patient, however, if that patient is showing s/s imminent death, or if aggressively treating severe symptoms would cause resp suppression/ decline, IPU will attempt to speak with the family for the next direction: DNR or ED. If not a DNR, IPU will send directly to ED- 911, then call contracted hospice.</p>
<p>Any High Risk or Safety Concerns- Any recent suicidal ideations/attempts, agitation, <u>ambulatory patients that need frequent redirection will need a sitter</u>. Please communicate this in the report.</p>	<p>Sitter Needs: Contracted Hospice may need to provide a sitter if Collier Hospice is unable to do so.</p>
<p>Procedures Requiring Interventional Radiology or X-ray- Contracted hospice responsibility</p>	<p>Lutheran Collier Hospice is not responsible for the coordination, arrangements, transportation, or cost.</p>
<p>If any of the above apply, please communicate in the Provider/ RN report prior to bringing the patient in.</p>	

Upon receiving notice of a Contracted Hospice patient coming to Collier

Contracted Hospice Responsibilities	Collier IPU Staff Responsibilities
<p>1. 8a-5p Sun-Sat Call DAC (Daily Admission Coordinator) 303-403-7259 to confirm Bed Availability. If After 5 pm, call the IPU directly at 303-403-7200.</p> <p>2. Fax Records to Collier: *Sun-Sat 8a-5p DAC Fax 303-403-6679 *Afterhours IPU Unit Fax 303-403-7297</p> <ul style="list-style-type: none"> ● Face sheet ● Advanced Directives ● Copy of MDPOA ● Copy of Hospice POC 	<p>1. DAC notifies IPU nurse of planned admit.</p> <ul style="list-style-type: none"> ● DAC enters patient in Suncoast ● Type- transfer from another Hospice ● Source- Contracted Hospice <p>2. IPU staff takes med record info, faxed from Hospice, to the DAC.</p> <p>3. If after hours:</p> <ul style="list-style-type: none"> ● Leave a message on DAC line to Arrange for a referral nurse to

<ul style="list-style-type: none"> ● H & P ● SW assessment ● Current MAR with the time of last dosing ● Recent clinical note (within 48hours) ● Nurse SBAR report (Situation/ Background/Assessment/ Request or Recommendation). <ol style="list-style-type: none"> 3. Nurse will call report: 303-403-7200 to RN and the IPU Provider. -Collier Hospice Provider will need to give the OK for the patient to be admitted. 4. Communicate with Charge RN prior to setting up transportation time. 5. Please do not bring in any controlled substances from home. 6. Nurse or other team members will accompany the patient over or arrive soon after. 7. Nurse will participate in developing IPU Plan of Care. 	<p>Enter patient into Suncoast and Epic the following morning.</p> <ul style="list-style-type: none"> ● “Pre-in” the patient as Collier Commercial by calling the hospital registration department <ol style="list-style-type: none"> 4. Referral nurse will admit the patient as a new admission to Lutheran Hospice. This includes appropriate EPIC and Suncoast data entry. 5. Collier Hospice Providers will place orders in EPIC. 6. Staff will provide care as they do for all patients. 7. Place a large Contracted Hospice sticker listing the team members on the front of the chart. -Place small sticker with the 24/7 phone number to call at time of death on body disposition form. 8. Work with the Contracted Hospice nurse to develop POC.
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Once Admitted

Contracted Hospice Responsibilities	Collier IPU Staff Responsibilities
<ol style="list-style-type: none"> 1. Nurse will visit patient daily / contribute to POC. 2. Nurse to attend daily rounding at 1000. 3. Nurse/SW will document on paper. 4. Other staff members may choose to make visits. 5. Collier Hospice providers will not sign the Contracted Hospice POC (including frequency orders for disciplines) or discharge medication lists. *Please do not fax these forms to Collier. 	<ol style="list-style-type: none"> 1. Day-to-day orders and care. 2. Arrange time in team meeting for Contracted Hospice nurse to participate regarding his/her patient. 3. Collier Staff will determine LOC and will communicate any change of LOC to contracted hospice after daily rounds. 4. File Contracted Hospice documentation in the front of the patient's chart. 5. Charge RN will write contracted hospice’s medical director name and number on the post-mortem checklist upon admission for report out at time of death.

If Discharged from Collier

Contracted Hospice	Collier IPU Staff
<ol style="list-style-type: none"> 1. Discharge planning. 2. Arrange transportation per Contracted Hospice contract. 	<ol style="list-style-type: none"> 1. Provide input for discharge planning. 2. Assist with making/faxing copies as needed.

Upon Death

Contracted Hospice	Collier IPU Staff
<ol style="list-style-type: none"> 1. May choose to come in if desired. 2. Will notify patient's Primary Care Physician and other physicians caring for the patient prior to Collier admission. 3. Death Certs will be signed by the Contracted Hospice physician. <p>If the physician needs the death summary from Lutheran Collier Hospice, please contact medical records at 303-425-8000 option #3.</p>	<ol style="list-style-type: none"> 1. Will make all the standard calls including family notification, coroner, and mortuary- Complete the body disposition form. 2. <u>At the time of death</u> call the 24/7 number on the Contracted Hospice sticker to inform Hospice of the patient's death. 3. Charge RN will write the Contracted Hospices' Medical Director's name and number on the post-mortem checklist upon admission for report out at time of death.

Bereavement

Contracted Hospice	Collier IPU Staff
<ol style="list-style-type: none"> 1. Long-term bereavement follow-up. 	<ol style="list-style-type: none"> 1. Immediate grief support at time of passing and through mortuary pick up.

Phone Numbers:

Clinical Nurse Liaison: Sabryna 720-827-3424

Collier Inpatient Clinical Manager: Jennifer Carroll 720-940-8415

Billing Contact: Kelly 303-403-7300

Medical Records: 303-425-8000 (option #3) or 303-403-7315

CHC ADMISSION REPORT

Situation:

(patient sticker)

Admit Date: _____

Core Status: _____ Dx: _____

Location prior to CHC: _____ Room # _____ P/U Time: _____

LOC _____

GIP Reason (What was unsuccessful?): _____

RN giving Report: _____ Phone number# _____

Background:

Medical history: _____

Allergies: _____

Psych/Social history: _____ Religious/Cultural considerations: _____

Recent Procedures: _____

MDPOA: _____ Phone Number: _____

Assessment:

Vital signs: _____ Abnormal Labs/Tests: _____

Neuro/Mental Status: _____ Pain: _____

Respiratory/ O2: _____ Isolation/ Infection: _____

Diet: _____ Last BM: _____

Medications: _____

Foley: __Y/N__ Activity/Equipment: _____

Pacemaker AICD on/off: _____ Lines/Drains/Shunts: _____

Skin/Wound: _____

Recommendations:

Discharge Plan (what was started prior to arriving) _____

RN taking Report: _____

***Remind Hospital RN to keep all lines/drains and personal items with patients.