

# Outside Services Agreement



## Policy

The Cottages will allow a resident to arrange for on-site health care services by following the procedure listed below.

## Procedure

- Residents may receive a specialist upon a physician's order. Special services included, but not limited to:
  - Physical Therapy
  - Occupational Therapy
  - Podiatry Care
  - Wound Care
  - Home Health/Hospice
- Once the facility is made aware of the changes of condition that require additional services the administrator/designee will :
  1. Update the residents care plan (**NSA**)
  2. Document services to be provided in the resident record.
  3. Notify care staff of services that have been arranged to ensure continuity of care provided to the resident.
- The resident and/or his/her responsible party will be responsible to make arrangements for the outside service. The facility will assist the resident and/or his/her family in obtaining the services of a specialist, if the resident/responsible party is not available to do so. The resident and/or his/her responsible party are responsible for all fees for services.
- The outside services must be qualified registered / certified / licensed personnel, whichever applies to the profession.
- The Cottages requires all specialists to supply the care staff with appropriate identification prior to receiving information about the resident or having contact with the resident.
- If applicable per state regulations, The Cottages will obtain background checks on all outside agencies providing direct care to the resident.
- Home Health/Hospice nurse can delegate tasks to staff, administrator, facility nurse and assistant as long as delegation is face to face and documented the same as it would be from the facility nurse. Further, the Hospice/Home Health nurse should communicate to the facility nurse about what was delegated to staff.
- Home Health/Hospice agencies are notified that The Cottages does not permitted any Comfort kits (E-kits) to enter the facility. All medications will be processed and accounted for per state regulations for Assisted Living facilities.

Outside service agency acknowledges receipt of this policy and thereby will abide by this policy.

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Outside Agency Representative Signature

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Date

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Administrator Signature

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Date