

## Multiple Hospice Location Questionnaire

Please answer each of the questions completely and provide additional supporting documentation.

1. What is the agency's current geographic service area?
2. Where is the location of the proposed multiple hospice location? Is it within the current geographic service area or is the area going to be expanded and the proposed site instituted in the new area?
3. What geographic boundary will be served by the proposed multiple hospice location? Is it limited to patients served by a health facility?
4. What is the mileage and estimated travel time between the parent agency office and the multiple hospice location? (Please note any unusual road conditions or terrain variations)
5. What is the intended staffing pattern (number and type of employees) at the parent agency? What is the intended staffing pattern for the multiple hospice location? Is administration shared between the parent and the multiple hospice location?
6. Are the staff who will be working out of the multiple hospice location employees of the parent agency? Where will personnel records be maintained? How will payroll be processed for the multiple hospice location? Who is responsible for hiring the staff who will be working from the multiple hospice location?
7. Is direct nursing supervision at the multiple hospice location the same as that of the parent office? Please explain. Is a designated RN supervisor available to the multiple hospice location during all hours of operation?
8. What is the planned frequency of visits by the parent agency nurse supervisor? MD?
9. Will patients be admitted and plans of treatment formulated at the multiple hospice location or the parent agency office? Describe the process.
10. Where will clinical records for the multiple hospice location be maintained? Are the clinical records for the multiple hospice location reviewed by the parent agency? How frequently?
11. How will the patient billing for care provided from the multiple hospice location be processed?
12. How does the parent office intend to provide procedural guidance, supervision, orientation/in-service training of multiple hospice location staff? Are copies of the policy and procedure manuals maintained in the multiple hospice location? Are they the same as those of the parent?

13. Are copies of completed and signed contracts for the services by arrangement or direct contract workers available in the multiple hospice location?
14. How is the communication system between the parent office and the multiple hospice location designed to provide for timely exchange of information?