



American Health Care Professionals Newsletter



Intake Department

Attention all clinical staff:

- When you accept a case, and are given the referral, you are responsible for contacting the patient to set up your initial appointment. If you are unable to open the case but have agreed to follow up, you are also responsible for contacting the patient. This is a commitment between the client, the clinician, the agency and the referral source. A refusal or withdrawing from the case impacts the relationship with the client and the referral source. Accepting a case and not following through with it, is grounds for termination!
- Upon writing and/or receiving a careplan please make sure you pay attention to when that careplan ends. If the careplan is nearing the end and you feel the patient would need more visits, please fill out the proper paperwork. This would enable us to process the paperwork as well as billing.
- All RN's, PT's are responsible for doing supervisory visits on the patients if an LPN, HHA, or PTA is seeing the patient as well as a case conference.
- Upon receiving your schedule with your paycheck, please carefully review, and contact agency/scheduler with any corrections and adjustments!



Thank you,

Tja

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Special points of interest:

- Home Health care updates
- Quality Improvement issues
- Billing , Payroll & OASIS
- Spiritual Counseling
- Nsg. And Rehab
- Upcoming meetings and events
- Resource for AHCP staff
- Employee of the Month

Quality Improvement Issues

Mardi RN & Mary Kay

Hope you are enjoying this wonderful weather and beautiful flowers this spring.

- ◆ The patient surveys have been "far and few in between". Please remember to give the clients this survey and encourage them to re-

turn them to the office by mail.

- ◆ When the RN is to admit the patient for therapy, the therapist MUST contact the office upon leaving the patients house, any time of day or weekend and inform them of this. This will allow the

nurse to get in and admit the patient within the 5 day window. If the office is not notified in a timely manner, you will be responsible for the admission.

Thanks,

Mardi & Mary K.

Billing, Payroll, OASIS & Select Data Issues: Beatriz Arroyave & Jocelyne Spellman

The Time Line is as followed:

Submit SOC: 24-48 hours

CODING: 24-72 hours

OASIS (corrections on MOO'S) : 24-72 hours

POC/485: 24-48 hours
(once all corrections are made)

RAP (Medicare will provide half the funds): 5-7 days

Start to finish must be within 30 days

Submit D/C: 24-48 hours

CODING: 24-72 hours

OASIS (corrections on MOO'S): 24-72 hours

FINAL phase of billing: 5-7 days

From RAP to Final billing must be within 60 days

*If we do not bill within 60 days Medicare will cancel the RAP, delaying or cancel payment.

**This provides a time frame to help clinicians understand the time sensitivity of documentation and payments. This can take anywhere from 7-17 days for each process if the SOC and D/C are submitted within the 24-48

window. We hope this time line will give you a better understanding of the need to submit your paperwork in a timely fashion. Delays in paperwork submission will affect the process and cause hold ups or cancellation of billing. Also this may impact your payroll check when we receive them 2-3 weeks late.

Thank you,

Insight Not Emotions

By Oswald Chambers

I have to lead my life in faith, without seeing Him. 2 Cor. 5:7.

For a time we are conscious of God's attentions, then, when God begins to use us in His enterprises, we take on a pathetic look and talk of the trials and the difficulties, and all the time God is trying to make us do our duty as obscure people. None of us would be obscure spiritually if we could help it. Can we do

our duty when God has shut up heaven? Some of us always want to be illuminated saints with golden haloes and the flush of inspiration, and to have the saints of God dealing with us all the time. A gilt-edged saint is no good, he is abnormal, unfit for daily life, and altogether unlike God. We are here as men and

women, not as half-fledged angels, to do the work of the world, and to do it with an infinitely greater power to stand the turmoil because we have been born from above.

If we try to re-introduce the rare moments of inspiration, it is a sign that it is not God we want. We are making a fetish (continue on page 3)

Reminder: Intranet In- Service and Newsletters

The Intranet site is available for in services training!

Bi-weekly Newsletters will also be posted for your convenience.

Address: Intranet.ahcpofva.com

Username: Training

Password: Winter2008

Be sure to print the in-service Certificate form(PDF) and mail/fax it to the office upon

completion of any in services training. This will allow you to get credit for the 12 hours mandatory in services required by the Commonwealth of VA.

If there is something you would like us to add for training (continue on pg 3)



Insight Not Emotions

Continue from page 2.....

of the moments when God did come and speak, and insisting that He must do it again; whereas what God wants us to do is to walk by faith. How many of us have laid ourselves by, as it were, and said—'I cannot do any more until God appears to me.' He never will, and without any inspiration, without any sudden touch of God, we will have to get up. Then comes the surprise—'Why, He was there all the time, and I never knew it!' Never live for the

rare moments, they are surprises. God will give us touches of inspiration when He sees we are not in danger of being led away by them. We must never make our moments of inspiration our standard; our standard is our duty.



UPCOMING MEETINGS AND EVENTS

Please mark these dates on your calendar :

Innovative Team: Headed by Kekelwa Nyaywa

Meeting May 7, 2009

12-1pm (Lunch will be provided)

QA Meeting: To be rescheduled. Please watch of dates

Staff Meeting: Every Wednesday at 11a-12noon.

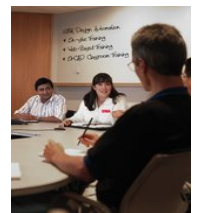
Morning Prayer: Every Morning (all AHCP staff invited).



Reminder: Intranet In- Service and Newsletters

credits please contact Clishia Taylor ext. 204 or email- Cishia.taylor@ahcpofva.com

Thank you!!!





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American Health Care Professionals (AHCP), a division of the American Health Home Care Group, Inc., was established in 1995 in the State of Virginia. AHCP is one of the leading providers of comprehensive home health care services in the Northern Virginia area. AHCP participates in Medicare / Medicaid, commercial insurance, private pay, and personal care waiver.

AHCP is a single source for skilled nursing, physical, occupational, speech and social work, disease management education, help with daily living activities, as well as other therapies and services. A **CHRISTIAN COMPANY OPERATING UNDER CHRISTIAN PRINCIPLES.**

For further information, please contact Clishia Taylor RN, MBA - Administrator ex. 204

RECONITION OF THE MONTH (May 2009)

American Health Care Professionals would like to recognized **Vishal Joshi PT** for being voted as Contractor of the Month for May 2009. **Vishal** is a Physical Therapist contractor and has been outstanding in the care he provides to our clients.

