



PALMETTO GBA®
A CELERIAN GROUP COMPANY

Hospice Documentation Audit Tool

| | Yes | No | N/A |
|--|-----|----|-----|
| Is Notice of Election (NOE) statement present? | | | |
| Does the Notice of Election (NOE) statement include the five elements? | | | |
| 1. Name of Hospice | | | |
| 2. Hospice is palliative not curative | | | |
| 3. Other Part A Medicare benefits waived | | | |
| 4. Effective date | | | |
| 5. Signature | | | |
| Does it include choice of attending physician? | | | |
| Is any change in attending physician documented as being patient choice with the signature of the patient or representative reflected? | | | |
| Is initial physician certification present? | | | |
| Is certification on file for all dates billed? | | | |
| Is initial certification signed by hospice medical director and attending physician (if applicable)? | | | |
| Is initial certification obtained within two days of the start of care? | | | |
| If the written certification was not obtained within two days, is it on file prior to filing a claim? | | | |
| Does certification include prognosis statement? | | | |
| Are the dates of the benefit period documented? | | | |
| Is subsequent physician certification present? | | | |
| Is subsequent certification for dates billed? (does it cover the entire period billed) | | | |
| Is subsequent certification signed and dated by hospice medical director? | | | |
| Is subsequent certification obtained within two days of start of the benefit period? | | | |
| Does subsequent certification include prognosis statement? | | | |
| If the written certification was not obtained within two days, is it on file prior to filing a claim? | | | |
| Is verbal certification valid obtained within two days of the start of care? | | | |
| Are the dates of the benefit period documented? | | | |
| Is physician narrative statement present? | | | |
| Does the narrative include an attestation? | | | |
| Is face to face encounter present? | | | |
| Is hospice face to face encounter conducted within 30 days of the start of the benefit period (or within two days of admission if exceptional circumstances are documented)? | | | |
| Does the face to face encounter include an attestation? | | | |
| Is plan of care present to cover dates billed? | | | |
| Is plan of care present to include review/updates every 15 days? | | | |

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| Does documentation support hospice eligibility? | | | |
| Is there a service(s) billed after the date of death? | | | |
| If applicable, does it meet the requirements listed in the LCD | | | |
| Is there a service billed after the patient discharged from hospice care? | | | |
| Continuous Care | | | |
| Is continuous care billed? | | | |
| Are continuous care units documented? | | | |
| Are the disciplines clearly identified? (nurse versus aide) | | | |
| Are all units billed as continuous care reasonable and necessary? | | | |
| Does documentation indicate a minimum of 8 hours of care during a 24-hour day, which begins and ends at midnight? | | | |
| Do the hospice aide hours exceed the nursing hours? | | | |
| Are continuous care units billed after death of the patient? | | | |
| GIP | | | |
| Is general inpatient care billed? | | | |
| Is the precipitating event documented? | | | |
| Is GIP care reasonable and necessary for the condition identified as warranting GIP care? | | | |
| Are the interventions that can't be provided in another setting documented? | | | |
| Is GIP billed but documentation indicates respite services care provided? | | | |
| Respite Care | | | |
| Is respite care billed? | | | |
| Is respite care documented? | | | |
| Is respite care provided for 5 continuous days or less? | | | |
| Are the needs of the caregiver documented? | | | |
| Discharge Documentation | | | |
| Is the reason for discharge documented? | | | |
| Is there a Notice of Medicare Non-Coverage form if discharge is due to the patient no longer being terminally ill? | | | |
| Is there a revocation form if the patient/representative chose discharge? | | | |
| Is there documentation of any post mortem visit reported on the claim? | | | |