



PALMETTO GBA®  
A CELERIAN GROUP COMPANY

## Hospice Documentation Audit Tool

	Yes	No	N/A
<b>Is Notice of Election (NOE) statement present?</b>			
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?			
<b>Is initial physician certification present?</b>			
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?			
<b>Is subsequent physician certification present?</b>			
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?			
<b>Is physician narrative statement present?</b>			
Does the narrative include an attestation?			
<b>Is face to face encounter present?</b>			
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?			
<b>Is plan of care present to cover dates billed?</b>			
Is plan of care present to include review/updates every 15 days?			

<b>Does documentation support hospice eligibility?</b>			
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?			
<b>Continuous Care</b>			
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?			
<b>GIP</b>			
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?			
<b>Respite Care</b>			
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?			
<b>Discharge Documentation</b>			
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?			