

## Review of Contractual Agreements and Checklist

The Medicare hospice Conditions of Participation require a hospice provider to retain administrative and financial management responsibility, and oversight of staff and services provided under arrangement (See Regulatory text below). For arranged services, a contractual agreement should be in place and reviewed regularly to ensure that both sides of the agreement are fulfilled.

NHPCO has developed a general contract item checklist and SNF/NF or ICF/IID and Hospice Contract Item Checklist on the following pages to assist providers with periodic review of their contractual agreements to ensure compliance with the CoP. Surveyors will ask to review selected contractual agreements during a recertification survey and you want to ensure that all of your contracts are up to date, show that they were regularly reviewed, and that there is evidence that contract requirements were completed.

### **§ 418.100(e) Standard: Professional management responsibility**

A hospice that has a written agreement with another agency, individual, or organization to furnish any services under arrangement must retain administrative and financial management, and oversight of staff and services for all arranged services, to ensure the provision of quality care. Arranged services must be supported by written agreements that require that all services be

- (1) Authorized by the hospice;
- (2) Furnished in a safe and effective manner by qualified personnel; and
- (3) Delivered in accordance with the patient's plan of care.

## General Contract Item Checklist

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 CONTRACTOR NAME
 

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 CONTRACTOR START DATE

CONTRACTOR END DATE

 CONTRACTOR REVIEW DATE
 

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CHECK IF PRESENT	SERVICES TO BE PROVIDED
	Requirement that contractor is required to perform work in accordance with Hospice's applicable policies and procedures.
	Requirement that contractor assures that all personnel providing care have the education, training, and qualifications specified by Hospice.
	Show evidence of criminal background checks for contract employees, conducted either by the contract agency or the Hospice.
	Mechanisms for the contractor to participate in performance improvement activities.
	Procedures for scheduling visits and periodic patient evaluation.
	Procedures for submission of required patient related documentation that verifies the provision of services in accordance with the written service contract.
	Procedures for ensuring that contractor personnel records contain documentation required by Hospice.
	Procedure for hospice assurance that services are furnished by qualified staff.
	Stipulation that Hospice will retain responsibility for evaluating services, maintaining professional management responsibility, and ensuring continuity of care in all settings through its QAPI program and/or corporate compliance program.
	Stipulation that all care provided will be in accordance with the hospice plan of care and documented in the clinical record.
	Procedures for the submission of invoices and related information and reimbursement for care provided.
	Procedures for receiving clinical documentation or summaries from the contractor in accordance with Hospice policies.
	Effective date and term of the contract.
	Contract renewal terms specified and followed.
	Signed and dated by both the Hospice Administrator and Contractor.