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**Re-Cert/ROC OASIS:**

MAKE SURE TO DOCUMENT AND EMPHASIZE SKILLED NEED DURING RE-CERT!! Please make sure the agency is in agreement with recert per the company protocols.

**Time Frame for planning Re-Certification**:

* If you know you want to Re-Cert a patient, please do the following **2WEEKS or more** before your re-cert visit
	+ Call physician’s office for verbal orders – make sure to take note of who you talked to, date, and time
	+ **Call Agency to discuss your plan is required**: refer to Agency Phone Book to find out who you call
* If the agency approves: Enter a new **ORDER** (in the agency documentation system) – utilizing the Template: **RECERT ORDER or ROC ORDER**
 ● Fill out the form completely
* Re-cert vists and re-evaluations must be completed within the last 5 day window of the end of the cert period. Questions, please ask the ATS Task Force.

**Time Frame for scheduling ROC visit:**

* ROC within 24 hrs if patient is discharged from an inpatient facility
* ROC within 48 hrs if patient is discharged from an outpatient facility

\*\*\*If you are unable to schedule the pt within this timeframe OR the visit needs to be replotted to the following Medicare week, please Notify the physician of the delay, complete a communication note, and complete an order stating reason for the delay, and that the Physician was notified and agreeable to the delay.

* Complete therapy visit – make sure to get patient signature in ZUUM app, write down vitals in pt’s folder if available, write down next visit on pt’s calendar
* Use of calendar for visit appointments is required
* Write down V/S every visit if Vital Sign sheet is available in the folder
* Medication list is reconciled
* Upon ROC, if another discipline is indicated, but not included in the doctor’s order, call physician to get authorization and then add a physician order for the new discipline. Notify the agency with a synopsis of the ROC visit, along with suggestions for an add on discipline.

**After you have completed your visit:**

* Enter frequency into ZUUM app

-Visits in ATS Kinnser will be plotted when frequency is approved

* Complete OASIS with Medication Reconciliation
* Run OASIS check/ correct any errors
* Go by cert dates in the documentation system – if you notice it is different than ZUUM, notify the office