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**Start of Care OASIS:**

Please look in ZUUM to determine if the SOC has been completed, or needs to be done by you or another clinicians. RN, PT, and ST’s are primarily the clinicians who complete an SOC. In 2020, OTs were also able to do SOCs during the COVID pandemic. For documentation, please look at the protocol website and/or in the ZUUM app. The ZUUM app will tell you what agency you are representing, as well as the documentation type.

An SOC (Start of Care) marks the first day of the home health episode = 60 days.

* Make sure you have SOC folder for that particular agency
	+ If you do not have the appropriate folder, please contact the ATS task force (CEO, COO or CMO)
* Call patient to schedule- always say you're with the agency listed in ZUUM.
	+ Time Frame for scheduling SOC visit:
	+ SOC/ROC within 24 hrs if patient is discharged from an inpatient facility
	+ SOC/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

Paperwork needed for SOC:

1. Patient paperwork –
* Fill-out and/or have Patient Sign the following forms (which may vary depending on Agency): Authorization for Service, Patient Triage/Risk Emergency/Disaster Evaluation or Patient Emergency Plan, Advance Directives form, Medical Insurance Benefits, and Medication List *\*\*\*Please review the company protocol before completing the SOC paperwork*
* White copy to office, yellow to patient if applicable
* Copies of SOC forms must be uploaded to the agency documentation system
* Home folder w/copies is given to patient. Instruct how to call agency and State of CO for questions or complaints.
* Use of calendar for visit appointments is required in the state of CO – use the patients calendar or the calendar in the SOC book
* Write down V/S every visit if Vital Sign sheet is available in the folder, must be documented in your notes as well
* Medication list is reconciled/coded
* Upon admission, if another discipline is indicated, but not included in the initial doctor’s order referral, pls call MD to get authorization and then add a physican order for the new discipline. *\*\*\*Please review the agency protocol before completing an add on order.*

**After you have completed your visit:**

* **Call the MD for VO to continue** (have your frequency, the patient info available to report to the MA/NP)
	+ Frequency of visits for yourself (refer to the frequency tool guide and agency protocols)
	+ Disciplines needed. If you are requesting disciplines that are not ordered on the referral, it will be your responsibility to get the appropriate order(s) from the physician.
	+ If you are completing the SOC visit only and another clinician will follow, please indicate this to the ATS Task Force.
	+ Please communicate to the agency with a synopsis of your POC and findings; location of this communication is listed on each company protocol.
* Enter frequency into ZUUM app

-Visits on the ATS side will be plotted when frequency is approved in ATS Kinnser for either documentation or billing, depending on the agency.

* Complete documentation – must be completed within 48hrs
	+ 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
* Scan SOC paperwork and upload to the documentation system
* Upload HEP to the agency documentation system
* Schedule with patient once VO has been received and POC has been approved.