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**Therapy Evaluation (NON-OASIS EVALS)**

Call to schedule patient - always say you're with the agency; agency will be listed in ZUUM as well as the documentation system

Time Frame for scheduling SOC visit:

* Initial Eval within 5 days after SOC/ ROC / Re-cert for all secondary disciplines

\*\*\*If you are unable to schedule the pt within the 5 day window 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.

**MAKE SURE SN/PT SOC VISIT HAS BEEN COMPLETED BEFORE GOING OUT TO SEE THE PATIENT**

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

Call physician’s office for verbal orders – make sure to take note of who you talked to, date, and time; you must have a VO before returning to the patient after evaluation is complete.

Enter a communication note with every attempt made in communicating/scheduling with the patient

Enter frequency into ZUUM app

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

Complete documentation – within 24hrs