

PATIENT NAME: _____

MR#: _____

INSTRUCTIONS: This form is used to acknowledge receipt of our orientation booklet and confirm your understanding and agreement with its contents. Your signature below indicates your approval.

1. My attending physician is _____. My physician advised me that I have a terminal illness, and that while my life may be prolonged for some period, my health cannot be restored or my disease cured. My physician has also advised me that certain supportive care can be given to alleviate pain and suffering and efforts made to keep me comfortable.
2. I understand that care given by Harbor Light Hospice is not directed to extending the length of life or to the reversal of the disease from which I am suffering, which has been diagnosed by my physician as terminal. However, the hospice program is directed to the greater degree of symptom control, including the relief of pain, and to the creation of an environment for myself and my family designed to relieve stress and to promote support and understanding.
3. I fully understand that in the care rendered me in the hospice program, extraordinary life saving measures will not be provided. This includes cardiopulmonary resuscitation. This includes artificial nutrition and hydration that prolongs the dying process. I request admission to the program with full knowledge and understanding of these limits.
4. When admitted to Harbor Light Hospice, I understand that my attending physician will prescribe the extent and nature of my care and treatment, and that Harbor Light Hospice is not liable for any act or omission in following his instructions.
5. I authorize Harbor Light Hospice to obtain personal/medical information and/or release this information to any appropriate health care organization or physician.
6. I fully understand that the responsibility of primary caregiver remains with _____. I understand that the hospice services provided by Harbor Light Hospice staff is not to take the place of the care provided by the primary caregiver. The primary caregiver is an important part of the hospice team and participates in all decisions related to patient care. Routine care procedures will be taught to the primary caregiver. The primary caregiver will be responsible to oversee the patient's safe use of medications. Consult from a hospice nurse is available 24-hours a day, 7 days a week. I will consult a hospice nurse in case of emergency.
7. With full knowledge of the above facts, I consent to my care and treatment in the hospice program under the above conditions, and I hereby release Harbor Light Hospice, its officers and employees from all liability in following my wishes that care in the program be limited to that care outlined above, which is aimed at relieving my pain and making me comfortable.
8. I give my permission for hospice staff members to attend resident care conferences held on my behalf.

I acknowledge that I have been given ample opportunity to ask questions that I have concerning the Harbor Light Hospice program. I acknowledge that I have been provided with a written copy of my rights and responsibilities as a patient. A hospice representative has discussed them with me and I understand them. I certify the following information has been provided and explained to me and/or my family/caregiver: hospice on-call phone number and how to reach the hospice after normal business hours; information on advance directives; standard precautions, home infection control and safety information, procedure for scheduling visits, and the procedure for obtaining medication, equipment and supplies.

My signature acknowledges that I have received a copy of Harbor Light Hospice's Notice of Privacy Practices. I have been provided with opportunity to discuss concerns I have regarding the privacy of my health information. **Initials:** _____

I understand that I am free to change my mind at any time about the method of care which is furnished me in the program and can request that complete acute care be given me, including measures and attempts to reverse the disease from which I am suffering, and that if such care is not available in the program, I may be transferred from it.

I state that I have read the above Hospice Informed Consent, under the nature and extent of the care available in the program and state that I have signed this consent as my own free act and deed.

Patient Signature

Date

Responsible Person or Legal Guardian Signature

Hospice Representative Signature

Date

Printed Name and Relationship of Person Above

PATIENT NAME: _____ **MR#:** _____

Patient's Date of Birth: _____ Patient's Social Security #: _____

Relationship to Policy Holder: Wife Husband Child Other: _____

Policy Holder's Name: _____

Policy Holder's Social Security #: _____

Policy Holder's Workplace: Company: _____

Address: _____

Phone: _____

INSURANCE COMPANY INFORMATION:

Name of Company: _____

Address: _____

Billing Address: _____

Billing Contact: Name: _____

Phone: _____ Fax: _____

Type of Policy: HMO PPO Other: _____

Policy #: _____

Group #: _____

Case Manager: _____

Phone: _____ Fax: _____

AUTHORIZATION FOR SERVICES: #: _____

Dates of Authorization: _____

Updates Required: Yes No

If yes, how often: _____

COVERED SERVICES:

Per Diem Rate of: _____

Per Visit Rate of: RN: _____ Hospice Aide: _____

SW: _____

Spiritual Counselor: _____

Maximum Lifetime Benefit: Yes No Amount: _____

DME: Hospice Responsible Insurance Company Responsible

Medications: Hospice Responsible Insurance Company Responsible

COMMENTS: _____

I authorize the release of information to Harbor Light Hospice in order to process this claim. I authorize the above-named insurance company to pay benefits to Harbor Light Hospice for this patient. I understand that Harbor Light Hospice is not a party to this insurance contract, and any amount, up to and including the full balance, not paid by the insurance company within 60 days is my responsibility.

Policy Holder or Responsible Party Signature Date Address

Hospice Representative Signature Date

PATIENT NAME: _____ MR#: _____

MEDICARE #: _____ EFFECTIVE DATE: _____

PART I

1. Is the patient age 65 or over? Yes No
2. Is the patient under 65 and a disabled Medicare beneficiary? Yes No
3. Is the patient employed and covered by an employer's HMO or large group-health plan?*** Yes No
4. Is the patient's spouse employed and covered by a large group health plan?*** Yes No
5. Is the patient receiving benefits from the health plan of an employer for whom he/she used to work?** Yes No
 - Is the patient covered under this policy? Yes No
 - Is it a Medicare supplemental policy?*** Yes No
6. Is the patient receiving benefits from another family member other than the spouse?*** Yes No
7. Is the patient retired? Yes No
 - Date of retirement: _____/_____/_____
8. Is the patient's spouse retired? Yes No
 - Date of retirement: _____/_____/_____
9. Was illness/injury due to a work related accident/condition? ** Yes No
10. Is this illness/injury covered by Federal Black Lung Compensation? ** Yes No
11. Is this illness/injury due to a non-work related accident? ** Yes No
12. Are you receiving Veteran's benefits for this illness/injury? Yes No
13. Are you entitled to Medicare solely as a result of End Stage Renal Disease? Yes No
 - If yes, date entitlement began: _____/_____/_____

**** If answer is Yes, please complete Part II.**

PART II

If the answer to questions 3, 4, 5 or 6 is Yes, please complete the following:

Name of Insurance Company: _____

Address: _____

City/State/ZIP: _____ Telephone: _____

Policy #: _____ Group #: _____

Name of Policy Holder: _____ Relationship: _____

If the answer to questions 9, 10 or 11 is yes, please complete the following:

Date of Accident/Date Illness Began: _____/_____/_____ Claim #: _____

Insurance Company/Insurer: _____

Responsible Party (non-work related accident): _____

Employer: _____

Address: _____

City/State/ZIP: _____ Telephone: _____

Hospice Representative Signature: _____ Date: _____

I hereby authorize Harbor Light Hospice to contact my physician(s), treating hospital, SNF and/or Home Health Agency to obtain information and/or records concerning my physical and mental condition and to release the following information to Harbor Light Hospice for the limited purpose of determining eligibility for hospice services and to provide continuity of care.

Information Requested From:

Name of MD, Hospital, SNF, Home Health Agency: _____
 Address: _____
 City, State, ZIP: _____
 Phone: _____ Fax: _____

Patient Information:

Print Name: _____
 Address: _____
 City, State, ZIP: _____
 Social Security Number: _____ Date of Birth: _____

Information Requested:

- | | |
|--|---|
| <input type="checkbox"/> History and Physical | <input type="checkbox"/> Pathology Reports |
| <input type="checkbox"/> Insurance/Medicare/Medicaid Information | <input type="checkbox"/> Lab Reports |
| <input type="checkbox"/> Assignment of Benefits | <input type="checkbox"/> Radiology Reports |
| <input type="checkbox"/> Medical Assessment | <input type="checkbox"/> Social Worker Notes |
| <input type="checkbox"/> Medical Plan of Treatment | <input type="checkbox"/> Nursing Notes |
| <input type="checkbox"/> Progress Notes | <input type="checkbox"/> Aide/CNA Notes |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> PT Notes <input type="checkbox"/> OT Notes <input type="checkbox"/> ST Notes |
| <input type="checkbox"/> Consultations | <input type="checkbox"/> Chaplain/Spiritual Counselor Notes |
| <input type="checkbox"/> Operative Reports | |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> All of the above | |

Send Information to:

Name of Facility: _____
 Address: _____
 City, State, ZIP: _____
 Phone: _____ Fax: _____

Information to be released will not be further disclosed nor used for any purpose other than that stated in this authorization. It is understood that I have the right to revoke this consent in writing at any time. Any revocation shall be in writing, signed by my legal representative or me. No written revocation of consent shall be effective until it is received by the person otherwise authorized to disclose records and shall have no effect on disclosures made prior thereto. I understand that I have the right to inspect and copy the information released. I further understand that refusal to consent to the release of information specified will prevent disclosure of such information to the hospice, and may result in the hospice being unable to establish eligibility to receive services.

This authorization is valid until _____ (not more than 2 years from today's date)

_____ Patient Signature	_____ Date	_____ Authorized Party Signature
_____ Hospice Representative Signature	_____ Date	_____ Relationship of Authorized Party

NOTE: A Release of Medical Information is obtained at the time of admission. This form is used to obtain medical information about the patient in order to document diagnosis and prognosis or to request additional information after admission. This form is photocopied and the photocopy is placed in the chart before it is mailed to obtain information

PATIENT NAME: _____ **PATIENT ID:** _____

I agree that the agency may share my PHI with emergency officials or others involved in my care to assist in disaster relief efforts.
 Yes No

I authorize the following to receive information regarding my care and follow up support.

Power of Attorney for Health Care (*if applicable*): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Fax: _____ Other: _____

I wish to receive follow up support. Yes No

Primary Contact #1: _____ Relationship: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Alternate Contact #1: _____ Relationship: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Alternate Contact #2: _____ Relationship: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Patient Signature

Date

Responsible Person or Legal Guardian Signature

Agency Representative Signature

Date

Printed Name and Relationship of Person Above

Patient unable to sign due to: _____

PATIENT NAME: _____ **MR#:** _____

Harbor Light Hospice supports the concept of family/community oriented health care and is committed to the premise that all individuals and families have the right to self-determination in achieving their maximum potential. Therefore, Harbor Light Hospice recognizes that patients and their families have several rights. These rights include: participation in health care decisions and planning of future activities; obtaining high quality health care assistance in the process of dying; and assistance in achieving and maintaining comfort and human dignity. The patient or the patient’s representative has the right to refuse any component of hospice services offered by Harbor Light Hospice.

In meeting a patient's health-related goals and ensuring maximum comfort and dignity, Harbor Light Hospice provides the following Core Services:

- Physician Services
- Medical Social Services
- Nursing Services
- Counseling Services (Bereavement, Spiritual, Dietary)

Other services provided by Harbor Light Hospice are:

- Physical Therapy Services
- Speech-language Services
- Short Term Inpatient Care
- Occupational Therapy Services
- Bereavement Services
- Hospice Aide/Homemaker Services
- Volunteer Services
- Respite Services

As part of its mandate for patient care, Harbor Light Hospice can also provide certain medical supplies to patients, based on the physician's orders and the patient's plan of care. Listed below are supplies that will be provided, when appropriate:

- Medications related to the terminal diagnosis.
- Durable medical equipment to include such items as hospital bed, special mattress, wheelchair, walker and commode, when appropriate.
- Medical equipment to include such items as oxygen and related supplies, dressing supplies and incontinence pads when appropriate.

Generally, supplies are delivered to the home. In some cases arrangements can be made for pick-up. The hospice will meet with the patient/family to determine which supplies will be needed and the hospice will explain how they will be provided. The patient/family and Harbor Light Hospice will reach an agreement prior to the start of services. **Services and supplies shall be dispensed to the patient based solely on the individual's needs. The physician must be in agreement that services and supplies are needed and indicate this by written order(s). When requested, Harbor Light Hospice will provide a monthly, itemized statement of services and supplies delivered to the patient, as submitted to that patient's payer.**

A hospice employee may personally provide supplies to the hospice program’s patient or patient’s family in addition to the supplies provided by the hospice program. The hospice employee may only be reimbursed for the supplies by providing a written receipt to the hospice patient or the patient’s family.

If the patient, or their legal representative, disagree with a service provided or action(s) taken by Harbor Light Hospice, or if an individual wishes to register a complaint regarding the quality or nature of the care and/or supplies received, a phone call may be made to: Hospice Administrator: 1-800-419-0542. In addition, a complaint may also be registered by obtaining a Complaint Form from: Hospice Administrator, Harbor Light Hospice, 1N131 Country Farm Road, Winfield, IL 60190.

Once the Hospice Administrator receives the formal complaint, he/she will initiate an internal investigation into the matter and based upon that investigation will write a brief report of the allegations, whether those allegations were substantiated and what action, if any, the hospice will take as a result.

If an individual disagrees with the findings or actions taken, an appeal may be issued to:

President, Harbor Light Hospice, 1N131 Country Farm Road, Winfield, IL 60190

The findings and actions will be reviewed and a written statement will be issued either confirming the initial findings or reversing the findings and ordering new action to be taken.

Harbor Light Hospice is part of a regulated community, overseen by the Illinois Department of Public Health. Any questions or complaints that are not addressed to an individual's satisfaction by Harbor Light Hospice may be addressed by calling the state’s toll-free hospice complaint hotline at 1-800-252-4343.

Patient’s or Nearest Relative/Responsible Person Signature

Date

Hospice Representative Signature

Date