

DESK REVIEW REFERENCE GUIDE



For a more timely review of your agency policies and procedures, use this reference guide to ensure you are submitting all ACHC required policies. Reference the ACHC Accreditation Standards for detailed policy and procedure requirements. Your organization must ensure additional state requirements are addressed, if applicable.

ACHC Standard	Policy/Document Description	Agency Policy
HSP1-1B	Changes in authority, ownership and/or management	
HSP1-2B	Governing body activities	
HSP1-3A.01	Conflict of interest disclosure requirements	
HSP1-6A	Duties and responsibilities of the clinical leader	
HSP1-10A	Patient or family ability to safely administer medications	
HSP1-10B	Inpatient facility medication requirements	
HSP1-12A	Verification of licensure for those approved to prescribe medical services	
HSP2-1A	Description of care/services provided by the agency	
HSP2-2A	Patient Rights and Responsibilities	
HSP2-3A	Reporting and investigation of alleged violations involving patient care	
HSP2-4A	Reporting and investigation of patient grievances/complaints	
HSP2-5A	Securing and releasing confidential Protected Health Information and Electronic Protected Health Information	
HSP2-6A	Patient's right to accept or refuse medical care and formulate an Advance Directive	
HSP2-6A.01	Agency's personnel resuscitative guidelines	
HSP2-7A.01	Mechanisms utilized to identify, address and evaluate ethical issues	
HSP2-8A.01	Provision of care/service to patients with communication or language barriers	
HSP2-8A.02	Provision of care to patients from various cultural backgrounds, religious belief systems	

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ACHC Standard	Policy/Document Description	Agency Policy
HSP2-9A.01	Compliance Program	
HSP2-11B.01	Duties of the attending physician	
HSP2-11F	Provision of bereavement services	
HSP2-11F.01	Addressing bereavement needs that cannot be met by the hospice	
HSP2-11G	Provision of spiritual care services	
HSP2-11H	Provision of nutritional services	
HSP2-14A	Pain and symptom management	
HSP2-15B	Policy and procedure establishment	
HSP2-16A.01/ HSP2-16D.01	Provision of care in hospice inpatient care	
HSP2-16A.02	Provision of dietary services in a hospice inpatient facility	
HSP2-17A	Provision of restraints in a hospice inpatient facility	
HSP3-3A.01	Retention of financial records	
HSP3-4A	Care/service rates	
HSP4-1A.01	Management of personnel files	
HSP4-2C.01	Tuberculosis baseline testing and annual screening	
HSP4-2D.01	Hepatitis B vaccine requirements	
HSP4-2H	Background checks	
HSP4-2I.01	Employee Handbook and/or personnel policies	
HSP4-2J.01	Annual performance evaluations	
HSP4-4A	Orientation requirements	
HSP4-5B.01	Special education and/or requirements necessary to administer pharmaceuticals and/or perform special treatments	
HSP4-5B.02	Utilization of waived tests	
HSP4-6A	Hospice Aide annual education/in-service training	
HSP4-6A.01	Education plan	

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HSP4-6B	Hospice Aide training program	
HSP4-7A	Competency assessment requirements	
HSP4-10A.03	Observation and evaluation visit	
HSP4-11A	Medical Director responsibilities	
HSP4-11C.01	LPN/LVN supervision responsibilities	
HSP4-11D.01	Social Work assistant supervision responsibilities	
HSP4-11F.01	PTA supervision requirements	
HSP4-11G.01	COTA supervision requirements	
HSP4-11L	Hospice Aide qualification requirements	
HSP4-11M	Medicaid personal care aide requirements	
HSP4-11N	Homemaker qualifications	
HSP4-11O	Provision of volunteer services and qualifications	
HSP4-12A	Volunteer orientation and training requirements	
HSP4-12B	Recruiting and retention of volunteers	
HSP4-12B.01	Use of surviving caregivers as volunteers	
HSP4-12D	Volunteer activity reporting requirements	
HSP5-1A.01	Patient record content requirements	
HSP5-1B	Patient record access, storage, removal and retention requirements	
HSP5-2A.01	Patient referral process	
HSP5-3A.01	Completion of assessment and development of the plan of care	
HSP5-5A	Patient and family education requirements	
HSP5-6A.01	Medications and/or medication routes not approved for administration by the agency	
HSP5-6A.02	Administration of first-dose requirements	
HSP5-8A	Requirements for the transfer of patients	

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HSP5-8B	Requirements for the discharge of patients	
HSP5-9A.01	Addressing patient needs that cannot be met by the hospice	
HSP5-10A.01	Changing level of care requirements	
HSP5-11A	Requirements for patient revocation of services	
HSP5-12A	Admission criteria for short-term inpatient care	
HSP5-13A.01	Access to additional medical services to meet the patient's end-of-life care	
HSP5-14A.01	Continuum of care requirements	
HSP5-14A.02	Provision of post-mortem care	
HSP6-1A	Quality Assessment Performance Improvement Plan	
HSP6-7A	Investigation of adverse events	
HSP7-1A	Infection control requirements	
HSP7-2A.01	Safety education provided to personnel	
HSP7-2A.02	Safety education and training provided to patients/caregivers	
HSP7-3A.01	Office fire and safety management	
HSP7-3B.01	Provision of backup equipment in the patient home	
HSP7-3C/HSP7-3D/ HSP7-3E	Hospice inpatient fire and safety to meet current Life Safety Code requirements	
HSP7-4C	Emergency Preparedness	
HSP7-5A.01	Investigation of personnel incidents	
HSP7-6A	Proper labeling of medications and biologicals	
HSP7-6B	Disposal and management of controlled drugs in patient homes	
HSP7-6C	Disposal and management of controlled drugs in hospice inpatient facilities	
HSP7-7A.01	Use of equipment and supplies in the provision of care to the patient	
HSP7-7A.02	Performing waived testing requirements	

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ACHC Standard	Policy/Document Description	Agency Policy
HSP7-9A.01	Management of hazardous chemicals/materials	
HSP7-9A.02	OSHA Hazard Communication requirements	
HSP7-10B	Care is provided in a safe and secure hospice inpatient facility	