HOME HEALTH CARE QUESTIONNAIRE

**Please send completed questionnaire to**

HealthSmart Benefit Solutions

PO Box 1014

Charleston, WV 25324-1014

Fax: 806-473-2535

 **Agency Name:**

**About Your Company:**

1. What is the licensure/accreditation of your company? Please enclose a copy.

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1. If you are not a Home Health Care Agency, but you are a Nurse Registry or an Employment Agency, do you keep copies of the licenses/certifications/accreditations of your caregivers?

 Yes  No



1. Do you keep daily care notes for each patient?

 Yes  No



1. Do you have malpractice insurance?

 Yes No





1. Are your employees bonded?

 Yes No





**Specific to this Claimant:**

1. When did the member begin service with you? If no longer in service with you, please advise discharge date.

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1. Please advise the complete name and address where services are/were being rendered.

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1. Please provide a copy of the claimant’s original “Certification and Treatment Plan”, signed by his/her attending physician, along with any updated treatment plans. (This documentation must show the frequency and duration of care.)

1. If you are a Nurse Registry or an Employment Agency, please forward copies of the licenses/certifications/accreditations of all caregivers who rendered services to the patient. If not licensed/certified/accredited, please state training requirements and provide proof of training completion.

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1. Please provide a copy of the initial assessment and all subsequent assessments performed on the patient.

1. If you are a Medicare Certified agency, have any of the services been billed to Medicare? If so, please provide a copy of the Medicare statement.

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1. Is another Home Health Care Agency or private home health caregiver rendering any concurrent services? If so, please provide their complete name, address and telephone number.

 Yes  No



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1. Please advise the complete name, address and telephone number of any additional insurance policies, such as Long-Term Care, that this patient is covered under.

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Completed by:

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 Please Print Name Title

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 Signature Date