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Approved by	Date
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## ENCOUNTER FORM

### POLICY

Patient Encounter Forms are completed by home health staff on a daily basis as home visits are made.

### PURPOSE

- To document patient encounter by specific visiting staff.
- To document mileage by visiting staff.
- To document visit billing information.

### GENERAL INSTRUCTIONS

1. Encounter forms are submitted daily to Home Health Supervisor by visiting staff. .
2. The supervisor/designee is responsible to:
  - Review and analyze encounter forms for accuracy and completeness,
  - Ensure there is a visit note for each visit indicated on the encounter form,
  - Review mileage for accuracy, and
  - Sign the encounter form and submit to clerk for processing.
3. The clerk/designee is responsible to:
  - Enter any billing information as appropriate with paper visits,
  - Enter mileage data into computer at least weekly for processing travel pay, and
  - File encounter form by employee, batch monthly, and store by fiscal year.
4. Patient signatures must be obtained if Telephony is not used from the patient's home or Horizon is down.