

# LOVE RESPECT AND CARE HOME HEALTH AIDE

## Collection of Fiscal/Clinical Records Used for Billing Policy

(SEMI-ANNUAL TRAINING)

All employees must service each one of Love Respect and Care's participants in consistency of the Service Authorization Form. The State has mandated our Agency to follow every participant Service Order by the type, scope, amount, duration and frequency, all under 55 Pa. Code Chapter 52, that all employees have been trained on.

OLTL monitors providers to ensure that the correct type, scope, amount, duration and frequency of services are being rendered to participants. Violation of the provision of this policy will result in corrective action steps taken by OLTL against our Agency. **It is imperative that you work all the hours that you have been scheduled to work on a daily basis.**

Love Respect and Care will now monitor daily through Timesheets, the hours that each employee works. If you are scheduled to work 8 hours you must work the full 8 hours, if you do not we must record why the participant did not receive their full authorized hours; this recording cannot reflect that you were late coming in and left at your scheduled time. If the participant has not received their full authorized time it must be to their own reasoning.

### **Procedure:**

All employees that short the participant of authorized hours will be given a written warning for the first violation, 3-5 suspension for the second violation and termination for the third violation.

**My signature indicates that I am fully aware and understand that I must work all scheduled hours that I signed off on. I am also fully aware not to short my participant on any of their authorized hours.**

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Employee Signature

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Date