

# COMPLIANCE NEWS



Compliance Review Services, Inc, 11201 Steeple Park Drive, Houston, TX, 77065

[www.compliancereviewservices.com](http://www.compliancereviewservices.com)

Tel # 832-237-2525 Fax # 832-237-2505

## HIPPA Rule Released

By Jayne Jessop

THIS AFFECTS YOU... NEW Federal regulations require all entities covered by the Health Insurance Portability and Accountability Act (HIPPA) notify individuals when their health information has been accidentally or deliberately breached. This latest requirement was released by the U.S Department of Health and Human Services Aug 09 and developed by Office of Civil Rights.

The regulations not only require all HIPPA covered entities promptly notify affected individuals of a breach, but also the Department of Health and Human Services and the media if the number of individuals breached is greater than 500.

Breaches affecting less than 500 individuals will be reported annually.

Business Associates of the covered entity are also required to notify the covered entity if they have

### INSIDE THIS ISSUE

New HIPPA regulation (New policy required)	1
Message from Kim Kelly CEO	2
Electronic Packages	2
Consultants blog	1
Educational Information	3
Who's Who -CRS office staff/PPR	4
Kims Corner	5

breaches, at or by their own business.

So what is a breach?

If there has been an "unauthorized" access, use or disclosure of PHI which violates the HIPPA Privacy Rule. If the disclosure "compromises the security or privacy" of the PHI which means that it poses a significant risk of financial, reputational, or other harm to an individual.

What is not a breach?

A breach does not occur if the PHI is part of a "limited data set" and does not include zip codes or dates of birth. A limited data set is a collection of PHI that excludes some but not all identifying information (e. g names and addresses) and is used for research or operational purposes.

A breach does not include any unintentional access or use of PHI by a member of staff acting on behalf of the covered entity or business associate that is made in good faith within the scope of employment or professional relationship.

### CONSULTANTS BLOG

Here a few tips from your consultants

- 1- Insure the voice mail on your business telephone clearly states the name of the business and hours of operation how to reach the agency administrator if needed.**
- 2-if you are Joint Commission accredited know when your PPR is due.**
- 3-check the web sites of your Accreditation company and compliance review services, Inc regularly to keep your agency current with any rule /regulation changes or updates.**
- 4-remember per regulation 97.243(c)(2)(i) Supervising nurse must be available to the agency in person or by telephone at all times.**
- 5-be familiar and understand your agency policies and procedures.**

## Message from Kim Kelly, CEO

Greetings and happy fall! I am so glad for the cooler weather.

There have been a lot of changes going on within DADS and the accrediting bodies as well as within CRS.

We have worked very hard to keep up with the changes and encourage you to go to the online store to purchase applicable updates.

We also have completed a new online class for Administrators in Texas, so for those of you who are longstanding students of ours, you have a new course to take for your 12 clock hours this year. [The Business Practices for Home Health Administrators & Alternate Administrators in the State of Texas](#)

We are now selling our Employee Application Packages and Admit Packages online in electronic format. This is an effort to keep up with technological changes and allow our Clients to use those advances to make their businesses run more smoothly.



*"Our Success is your success."*

Remember, if you buy these you will need us to update your policies to reflect the changes to an electronic Format!

The surveyors have been out and about, both DADS as well as the accrediting bodies. Don't forget to schedule yourself for an annual Mock Survey so that we can find deficiencies before the surveyors do!

Happy Fall!  
Kim Kelly RN BSN LNC  
CEO

## ELECTRONIC PACKAGES NOW AVAILABLE

**You spoke, we listened** and have responded to your requests to have electronic products for your agency to use both in the field and in the office.

We are very proud to announce the launch of our electronic Admission package for Home Health and Hospice in Texas. Also now available is the electronic Employee Application package for Home Health and Hospice in Texas.

**The Admission packages** have all the required paperwork that is completed with the patient upon admission and includes both the documents that stay in the patient's home and those that are returned to the office.

This package allows your Nurses to use laptops in the field or print the forms in the office to complete by hand. This is a great tool to make compliance easier than ever. Admission packages are available for Joint Commission and CHAP Accredited agencies and also non accredited agencies.

**The Employee Application package** includes material that will assist your agency in maintaining personnel files, giving you tools to be compliant with State, Federal and Accrediting Body (if applicable) rules and regulations... Great for the Human Resource section of your business.

*This electronic package can be loaded onto your agency computer or printed and completed by hand.*

*Just customize with your agency name and you're ready to go.*

*(If your Home Health Agency is providing Personal Assistance Service only you will need a PAS only Employee Application package... also available).*

*All of the new packages are now available for sale on our web site at [www.compliancereviewservices.com](http://www.compliancereviewservices.com) Simply click on the online store section to preview or purchase.*

*If you have any questions please call CRS office 832-237-252*

## ADMINISTRATORS & ALTERNATE ADMINISTRATORS in Texas **NEW ONLINE CLASS**

We are pleased to announce our latest addition to the group of online classes specifically designed to meet the state of Texas requirements for Administrators and Alternate Administrators.

**The Business Practices for Home Health Administrators & Alternate Administrators in the State of Texas** meets all of the DADS requirements for annual ongoing education for Administrators and Alternate Administrators and awards the necessary 12 clock hours that is outlined in rule 97.260.

This educational offering includes valuable information on basic principles of marketing and the laws pertaining to this, as well as ideas on staff retention and customer service.

This informative class is also a great tool for agency owners and gives tips on leading your team and business forward in a competitive marketplace.

As an introductory offer the price for this class is at a discounted amount of \$129.00.

If your deadline for your educational hours to meet State rules is coming up, this is a great time to register at:

[www.compliancereviewservices.com](http://www.compliancereviewservices.com)

This online class was created for our TNA provider unit by Ms. Kim Kelly CEO, RN, B.S.N., LNC

If you have any questions please call Jayne Tel # 832-237-2525



### BRIGHT IDEAS!



Do you have any suggestions or ideas for online classes?

Email us  
info@compliancereviewservices.com

**CONGRATULATIONS  
TO  
LINDA HENSLEE  
CRS  
OASIS SPECIALIST  
CONSULTANT  
FOR RECENTLY  
PASSING HER RE-  
CERTIFICATION**



### ***CMS-STILL NOTHING***

CMS has still not provided the anticipated updated instructional manual due originally in mid July. Word is they are hoping to have it out by late September.

CRS will be providing intense education both live and online on the new OASIS-C as soon as CMS releases the updates. Implementation is still expected for January 1st, 2010.



## PPR-What is it and what do I do with it?

**Only applicable to Joint Commission accredited agencies.**

The Periodic Performance Review (PPR) is a required compliance assessment tool designed to help organizations with their continuous monitoring of performance and performance improvement activities. The PPR provides the framework for continuous standards compliance and focuses on the critical systems and processes that affect patient care and safety.

**The PPR is due at 1-year intervals after the organization's last full survey by Joint Commission.** e.g., if your Joint Commission survey was October 2008 your PPR will be due October 2009.

You will be notified of the required completion of your PPR by Joint Commission on your organization extranet site under "what's due".

Compliance Review Services, Inc. consultants can complete your organization's PPR for you. This would require a consultant at your location for 2 days reviewing your operations with regard to Joint Commission standards and elements of performance. Note-The consultant must have internet access to complete this task.

The PPR is completed real time on the Joint Commission site.

To schedule a consultant visit for your PPR completion contact Michael Bradshaw at CRS or complete a schedule request form online at [compliancereviewservices.com](http://compliancereviewservices.com), at least 30 days prior to your PPR due date.

### WHOS WHO?

In the Compliance Review Services office we are fortunate to have knowledgeable staff to help you with your questions.

#### Michael Bradshaw RN-Senior Consultant

As a former State surveyor Michael is happy to answer your regulatory questions, schedule your consultant visits & complete your POC's.

#### Marie Luque-Office Manager/General Mgr.

Takes care of accounts receivable and will assist Michael in scheduling consultant visits.

#### Christy Slaughter RN, BHA, MSHP-Content Specialist

Christy ensures CRS policies and procedures are current and compliant. A regulatory consultant for Texas and many other States where we service our client's needs.

#### Jayne Jessop-Referral Coordinator

Specializes in guiding business's through the process of acquiring licenses and approval's from State, Federal and Accrediting Bodies. Jayne works to pass on to the interested Home Health, Hospice, DME owners the requirements for a successful, compliant business.

#### Barbara Rodriguez-Administrative Assistant

Completes Accreditation applications and Civil Rights packages on behalf of the client. Her duties also include the timely production of any individual policy update or change orders (e.g address/telephone #, etc.)

#### Kristen Ramirez- Administrative Assistant

Chiefly responsible for the customization and production of startup policies and procedures.

All great things are simple, and many can be expressed in single words: freedom, justice, honor, duty, mercy, hope.

*Winston Churchill*

### DID YOU KNOW?

As of March 2009 there are 26 Standards for DME. The 26<sup>th</sup> stating that all DMEPOS suppliers must obtain a surety bond in order to receive & retain a supplier billing number.

### FAVORITE THING at CRS

#### Hearing from YOU.

If you have questions and do not call, we can't help you.

Let us do what we do best and answer your clinical, regulatory and compliance questions. As a client this is service that is free to you so pick up the phone and call us.

All call's returned within next business day if you leave a return number on voice mail.



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*We're on the Web!*

*Visit us at:*

[www.compliancereviewservices.com](http://www.compliancereviewservices.com)

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### *Kim's Corner*

*During a recent JCAHO Survey, the surveyor indicated to our client that it was no longer necessary to complete the look alike/sound alike medications.*

***THIS IS NOT TRUE.***

*Whilst you will no longer find the requirement in the National Patient Safety Goals, (it was removed in 2009 from this section). It was moved to Medication Management.*

*MM.04.01.01 EP 4 and requires organizations to have a written policy regarding look alike/sound alike medications.*

*Please make sure that you choose your 10 look alike/sound alike drugs, and annually review and update the list.*

***REMEMBER:*** *All of your Nurses being hired need oriented to these 10 medications.*

Kim Kelly RN BSN LNC CEO



**We Support our Troops Worldwide!**

#### **REMINDER:**

OASIS Class: 11/18/09  
Cost: \$125.00  
Time: 9:00 am – 5:00 pm

CODING Class: 11/19/09  
Cost: \$169.00  
Time: 9:00 am – 5:00 pm

**REGISTER EARLY**



If you are receiving emails from CRS and wish to be removed from our client list and email register please email [Maribeluque@compliancereviewservices.com](mailto:Maribeluque@compliancereviewservices.com)  
Thank You