

# ***PROCEDURE***

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ORIGINAL DATE: 05/93

Revised Date: 10/99

**SUBJECT:       TERMINATION AND/OR DISCHARGE OF SERVICES - VNA TO HCI,  
COMMUNICATION OF**

**PURPOSE:**    Effective communication between VNA and HomeCare and ensure HomeCare supervisors terminate home health aide services after notification from clinicians in the VNA.

## **Procedure**

1. The clinician determines when the patient is discharged or terminated from home health aide services.
2. The clinician is responsible for the necessary notification of termination to the patient and transfer or referral to other services if applicable.
3. The clinician should telephone the HomeCare supervisor as soon as change in service occurs and then forward an Internal Communication Form within one business day to the appropriate HomeCare supervisor.
4. If the HomeCare supervisor is informed of change in service prior to the clinician's knowledge of event, she/he informs clinicians via telephone and requests the Internal Communication Form indicating change in service.
5. The form includes the date of termination.
6. The supervisor notes the date, notifies the home health aide, initials the form and forwards the white copy to Medical Records and the yellow copy to Data Processing. The HomeCare supervisor retains the pink copy.