

## SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p><b><u>POLICY:</u></b> PROTOCOL FOR OBTAINING PATIENT SUPPLIES THAT CAN BE REIMBURSED THROUGH THE PROSPECTIVE PAYMENT SYSTEM</p> <p><b><u>PURPOSE:</u></b> To maximize reimbursement under PPS; maintain H1N1 vaccine security</p> <p><b><u>RESPONSIBLE PARTY:</u></b> Full Charge Bookkeeper, Supervising Public Health Nurse (Cathy Perno); Home Care Staff</p>	<p>Original Approval: 10/09</p> <p>Revised: Revised:</p>
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### **EQUIPMENT:**

- Patient supply requisition form;
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### **PROCEDURE:**

- Nurses are to complete the supply closet requisition form indicating date, specific patient name for whom the supplies are for; nurses name, and whether a single supply, or box is needed, and place the requisition form in the Full Charge Bookkeeper's (Kim's) mailbox.
- The Full Charge Bookkeeper will be available to fill orders between 9 and 10:30AM Monday through Friday and from 4 to 5PM on Fridays. In the absence of the Full Charge Bookkeeper, the Supervising Public Health Nurse will fill the order.
- The Full Charge Bookkeeper will obtain patient specific supplies and leave them on the nurse's desk. Supply orders will be filled promptly, on the day ordered.
- Nurses are to requisition patient supplies for one week at a time.
- The patient's nurse will ensure there is an adequate amount of supplies in the home for weekend use.
- Supplies are for patients for whom Medicare is the primary payor.