

DESK REVIEW REFERENCE GUIDE



For a more timely review of your agency policies and procedures, use this reference guide to ensure you are submitting all ACHC required policies. Reference the ACHC Accreditation Standards for detailed policy and procedure requirements. Your organization must ensure additional state requirements are addressed, if applicable.

Standard	Policy/Document Description	Agency Policy
HH1-1B	Changes in authority, ownership and/or management	
HH1-2A	Governing body activities	
HH1-4A.01	Conflict of interest disclosure requirements	
HH1-6B	Duties and responsibilities of the Clinical Manager	
HH1-6C	Parent agency responsibilities	
HH1-8B	Collection and transmission of OASIS	
HH2-1A.01	Description of care/services provided by the agency	
HH2-2A	Patient Rights and Responsibilities	
HH2-3A	Reporting and investigation of alleged violations involving patient care	
HH2-4A	Reporting and investigation of patient grievances/complaints	
HH2-5A	Securing and releasing confidential Protected Health Information and Electronic Protected Health Information	
HH2-6A	Patient's right to accept or refuse medical care	
HH2-6B.01	Written policies and procedures are established and implemented by the HHA in regard to resuscitative guidelines and the responsibilities of personnel.	
HH2-6B.02	Advance Directive information is provided to the patient/responsible party orally and in writing prior to the initiation of care/services and documented in the patient record.	
HH2-7A.01	Mechanisms utilized to identify, address and evaluate ethical issues	
HH2-8A	Provision of care/service to patients with communication or language barriers	
HH2-8B.01	Provision of care to patients from various cultural backgrounds, religious belief systems	
HH2-9A.01	Compliance Program	
HH2-12A.01	Treatments, procedures and patient care activities approved by the agency	
HH3-1A	Budget procedure requirements	
HH3-1B	Capital Expenditure Plan (if applicable)	
HH3-3A.01	Retention of financial records	
HH3-4A.01	Care/service rates	

Standard	Policy/Document Description	Agency Policy
HH4-1A.01	Management of personnel files	
HH4-2C.01	Tuberculosis baseline testing and annual screening	
HH4-2D.01	Hepatitis B vaccine requirements	
HH4-2H.01	Background checks	
HH4-2I.01	Employee Handbook and/or personnel policies	
HH4-2J.01	Annual performance evaluations	
HH4-5A.01	Orientation requirements	
HH4-6A.01	Competency assessment requirements	
HH4-6C.01	Utilization of waived tests	
HH4-7C.01	Observation and evaluation visit	
HH4-8A	Home Health Aide annual education/in-service training	
HH4-8A.01	Education plan	
HH4-10A.01	Special education and/or requirements necessary to administer pharmaceuticals and/or perform special treatments	
HH4-11H	Qualifications for each level of aide services provided	
HH5-1A.01	Patient record content requirements	
HH5-1B	Patient record access, storage, removal and retention requirements	
HH5-2A.01	Completion of assessment and development of the plan of care	
HH5-2C	Requirements for the content of the comprehensive assessment	
HH5-2C.01	Requirements for therapy assessment	
HH5-2C.02	Requirements for social work assessment	
HH5-2F.01	Medications and/or medication routes not approved for administration by the agency	
HH5-2F.02	Administration of first-dose requirements	
HH5-4A	Unmet patient needs and referral to other agencies	
HH5-6A	Requirements for the transfer and discharge of patients	
HH5-8A	Requirements for the acceptance of verbal orders	
HH5-10A	Requirements for outpatient services	
HH5-12A.01	Requirements for patient/caregiver education	
HH5-13A.01	Requirements for the referral and acceptance of patients	
HH5-16A.01	Requirements for the verification of physician or allowed practitioner credentials	
HH6-1A	Quality Assessment Performance Improvement Plan	

Standard	Policy/Document Description	Agency Policy
HH6-6A	Investigation of adverse events	
HH7-1A	Infection control requirements	
HH7-2A.01	Safety education provided to personnel	
HH7-2B.01	Safety education and training provided to patients/caregivers	
HH7-3B	Emergency Preparedness	
HH7-5A.01	Office fire and safety management	
HH7-6A.01	Management of hazardous chemicals/materials	
HH7-6B.01	OSHA Hazard Communication requirements	
HH7-7A.01	Investigation of patient variances/incidents	
HH7-8A.01	Performing waived testing requirements	
HH7-9A.01	Use of equipment and supplies in the provision of patient care	
HH7-10A.01	Participation in clinical research/experimental therapies requirements	