## AGENCY STATEMENT

Paloma Home Health Agency, Inc. hereinafter referred to as "Agency", will participate and be in compliance With federal, state and local laws and regulations.

Agency will also comply with accepted professional standards and principles, as well as disclosure of Ownership and management information.

Agency utilizes the Robyn Rice Manual of Home Health Nursing Procedures for clinical procedures.

Agency does not provide infusion therapy, pediatric services, or psychiatric services.

Agency does not participate in the physician delegation process.

Agency does not utilize volunteers in any capacity.

HCL/Agency Stmnt

#### ADMINISTRATIVE POLICY MANUAL

HOME CARE

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L.D1

- Agency may provide home health care in the following counties: COLLIN, COOKE, DALLAS, DENTON, ELLIS, ERATH, FANNIN, GRAYSON, HOOD, HUNT JOHNSON, KAUFMAN, NAVARRO, PALO PINTO, PARKER, ROCK WALL, SOMERVELL, TARRANT, and WISE.
- Agency operating hours are; 9:00 a.m. to 5:00 p.m., Monday through Friday.
- The Administrator, designated alternate administrator, supervising nurse or designated alternate supervising nurse will perform the following if the agency is closed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday:
  - Post a notice in a visible location outside the agency that will provide information regarding how to contact the person in charge, and
  - Leave a message on the answering machine or similar electronic mechanism that will provide information regarding how to contact the person in charge.
- Agency will notify DADS within five (5) days after a change of agency's telephone number and/or agency's operating hours.

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# **Sample Administrative Procedures Manual**

Roman L. Weil, Daniel G. Lentz, David P. Hoffman

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**Administrative Procedures Manual** United States. National Archives and Records Administration,1985 **Administrative Procedures Manual** Ohio. Attorney General's Office. Administrative Agencies Section,1968

Nursing Administration Handbook Howard S. Rowland, Beatrice L. Rowland, 1997 With the recent new and radical developments in the health care field that have been introduced at a breathless pace nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly The Nursing Administration Handbook has a long track record both as a textbook and as a hands on tool for nurse executives seeking insight and step by step guidance in all aspects of administration The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices Administrative Procedures Manual United States. National Archives and Records Administration, 1985 Administrative Procedures Manual ,1985 Manuals and Publications United States. Department of the Interior, 1954 Litigation Services Handbook Roman L. Weil, Daniel G. Lentz, David P. Hoffman, 2012-07-10 Here's all the information you need to provide your clients with superior litigation support services Get up to speed quickly with the aid of top experts on trial preparation and testimony presentation deposition direct examination and cross examination Authoritative and highly practical this is THE essential guide for any financial expert wanting to prosper in this lucrative new area the lawyers who hire them and litigants who benefit from their efforts This work of amazing breadth and depth covers the central issues that arise in financial expert testimony It is an essential reference for counsel and practitioners in the field Joseph A Grundfest The William A Franke Professor of Law and Business Stanford Law School former commissioner United States Securities and Exchange Commission Bartlett Learning's Administrative Medical Assisting Julie Ledbetter, 2020-04-27 Designed to ensure that every medical assisting graduate can guickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Administrative Medical Assisting Fourth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they ll need in today s rapidly changing health care environment Administrative Procedures Manual Michigan Commission on Law Enforcement and Criminal Justice, Michigan.

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