

ORG 1

Mission Statement

To provide and improve health care services that will be responsive to the community and patient needs geared for comfort and independence.

PURPOSE/VISION

Our company's management goals are to continuously strive to provide the highest quality home health care equipment, supplies and services to our community and customers. Our purpose is to assist our customers with the proper selection of equipment or products, to best meet their medical needs as prescribed by their physicians while being mindful of our fiscal responsibility.

To meet these goals, leadership and management will develop an organizational culture that will foster and create a working environment that focuses on improving our standards of performance as it relates to patient and staff needs and expectations. This can be done through:

- † A clearly defined and communicated mission
- † Recruitment of highly professional personnel
- † Providing opportunities for growth and development
- † On-going education and training to develop skills and knowledge consistent with services provided

ORG 5

[Your Company Name]

CORPORATE COMPLIANCE PLAN

PRO 3

AUTHORIZATION/AGREEMENT FOR SERVICES

Client Name: _____

RIGHTS AND RESPONSIBILITIES

My signature below acknowledges that I have received the statement of rights and responsibilities and it has been explained to me.

AUTHORIZATION FOR TREATMENT

I authorize the home care company to provide care and/or services as ordered by my physician. I understand that I have the right to make decisions concerning my medical care, including the right to accept or refuse medical or surgical treatment.

MEDICARE

BLUE CROSS

Name of Beneficiary: _____ Subscriber Name: _____

Claim #: _____ Contract #: _____ Group #: _____

ICS 1

Job Title: Safety Officer
Officer

Supervised by: Chief Executive

Prepared by: _____

Approved by:

Date: _____

Date:

Job Summary: Responsible for successfully managing the organizational operations of the DME company. Responsible for overseeing the sales, marketing and public relations, services and community educational programs to build revenue, ensure profitability and maintain the quality provider image for the company in the community.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard M = Meets the Standard NI = Needs Improvement

Demonstrates Competency in the Following Areas:

	<u>E</u>	<u>M</u>	<u>NI</u>
Responsible for the interviewing, hiring and termination of staff.	2	1	0
Establishes, reviews and updates short and long term goals in order to be consistent with the company's plans.	2	1	0
Analyzes, selects and implements programs necessary to achieve the goals and strategic plans of the company.	2	1	0