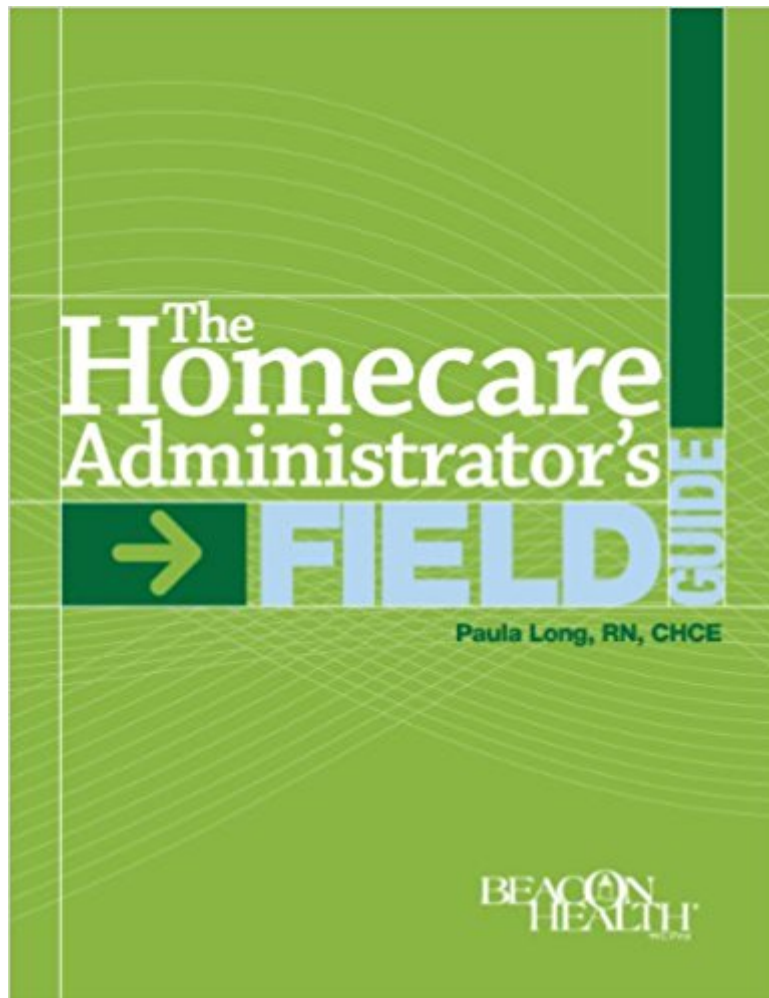




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# The Home Care Administrators Field Guide



## Synopsis

The Homecare Administrator's Field Guide is the must-have resource for new and veteran homecare administrators. This book provides a strategic breakdown of the organizational structure of a homecare agency and explains the administrator's role in operations, human resources, financial management, and regulatory compliance. Written by Beacon Health's homecare and hospice regulatory specialist Paula Long, RN, CHCE, this one-stop guide helps you save time by covering in a clear and concise way all of the duties and responsibilities of home health administrators. This book will help you: - Comply with homecare regulations and Medicare reimbursement guidelines through easy-to-understand descriptions and analysis - Find the office staffing level that best fits your agency's needs - Save time and increase productivity with chapters exclusively devoted to supervising and training staff more efficiently - Increase referrals and generate business by implementing a management system that ensures quality and patient satisfaction - Develop financial savvy and confidence to effectively manage budget responsibilities

Table of Contents: - The Specialty That Is Home Health - Home Health Personnel Management - Management and Agency Structure - The Professional Advisory Committee - Quality Assessment and Performance Improvement - Policies and Procedures - The Regulatory Environment - The Survey - The Payment Environment - The OASIS Assessment - Finance and Budgeting - Lessons and Tips From the Trenches

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