

SMOKING, ALCOHOL, & FIREARMS

The Emogene Dolin Jones campus is tobacco-free. This includes e-cigarettes. The only exception is for patients, who are allowed to smoke or use electronic cigarettes or smokeless tobacco in the designated smoking area outside, **not** inside.

No alcohol may be consumed on the campus of the Emogene Dolin Jones Hospice House. Possession of or use of weapons, illegal drugs and/or drug paraphernalia of any kind is not permitted on the Emogene Dolin Jones Hospice House campus, Failure to comply may result in immediate removal from the facility.

PERSONAL PROPERTY

Patients may bring small items from home to personalize their living area. Personal pictures may be displayed utilizing standing frames. Items may not be affixed to the wall. Bringing furniture, TV or other items are not permitted. For safety reasons area rugs and throw rugs are also not permitted.

Hospice of Huntington will provide and maintain standard linens. Personal laundry and linens such as quilts or bedspreads must be labeled and can be laundered by patient and/or family. Laundry requiring special care is the responsibility of the patient or family.

It is recommended that valuables be kept off-site. Hospice of Huntington and/or the Emogene Dolin Jones Hospice House will not be responsible for any valuables kept on-site. After a patient's death or discharge, access to the patient's room is limited to staff and responsible parties, as designated by the patient, for the purpose of packing and removing personal belongings. Barring exceptional circumstances, it is expected that belongings will be removed within 24 hours after a patient has died or discharged.



BUSINESS OFFICES

West Virginia

1101 Sixth Avenue | Huntington, WV 25701
Phone: (304) 529-4217
Toll-Free: 1 (800) 788-5480

with offices in

Lincoln County: (304) 824-5800
Wayne County: (304) 272-3500

Ohio

1408 Campbell Drive | Suite C-200
Ironton, OH 45638
Phone: (740) 237-1006



EMOGENE DOLIN JONES HOSPICE HOUSE

3100 Staunton Road | Huntington, WV 25702
Phone: (304) 781-8400
Toll Free: 1 (800) 821-0353



hospiceofhuntington.org

*Cabell, Lincoln, Mason, and Wayne Counties in
West Virginia and Lawrence County, Ohio*



HOSPICE of HUNTINGTON, INC.



SHORT-TERM RESIDENTIAL
HOSPICE CARE & SERVICES



Dear Patient/Family,

Thank you for your interest in Hospice of Huntington's Short-Term Residential Service at the Emogene Dolin Jones Hospice House. The mission of Hospice of Huntington is to provide physical, emotional, and spiritual care for our patients and their families. In keeping with this mission, we are pleased to offer you the option of receiving routine hospice services while temporarily residing at our Emogene Dolin Jones Hospice House, where you have the security of knowing hospice staff is accessible around the clock.

To reside at the Emogene Dolin Jones Hospice House, an **Application for Short-Term Residential Services** must be submitted. This form includes acknowledgement of our Residential policies which are attached for your review. After submission of an application, you will receive notification once you are clinically approved and a room is available. If you have any questions about the Residential Services at Emogene Dolin Jones Hospice House or the application and approval process, please call 304-529-4217.

Sincerely,

Melanie Hall
President and CEO
Hospice of Huntington



SHORT-TERM RESIDENTIAL POLICIES

ELIGIBILITY REQUIREMENTS

Hospice of Huntington offers hospice care and services at the Emogene Dolin Jones Hospice House for hospice patients whose symptoms and day-to-day care needs can be primarily met by a certified nursing assistant. In order to qualify for and continue to receive residential services, the patient must continue to remain medically eligible for the care level provided by Short-Term Residential Services while medically eligible for hospice services, with a life expectancy of six months or less. Hospice eligibility is continually assessed by the patient's care team throughout his/her time as a hospice patient and as a participant in the Short-Term Residential Services Program. A hospice physician will make a medical determination. In the event that the care team determines that a residential patient is no longer medically eligible to receive Hospice Short-Term Residential Service, the patient will receive written notice to this effect. The care team will work with the patient/family to develop a discharge plan. If at any time a patient's medical or nursing needs exceed the level of services able to be provided by the Short-Term Residential Service Program, the patient may need to be transferred to another level of service if determined eligible.

RESIDENCY REQUIREMENTS

With physician authorization, patients may obtain passes to leave the Emogene Dolin Jones Hospice House with family or friends. The Residential Care team will obtain physician orders stating the patient's medical appropriateness to leave and identifying, as applicable, who will accompany the patient during the leave. The patient, if able, and the person accompanying the patient must sign a leave form prior to departing the Emogene Dolin Jones Hospice House. The form acknowledges an understanding of potential risks of the leave and that the person accompanying the patient is assuming responsibility for the patient while they are away from the Emogene Dolin Jones Hospice House. Short-Term Residential patients must be on-site at least 50% of the time to maintain residency. Residential patients may hold their residential room for periods not to exceed two weeks. Daily room and board charges still apply while a room is being held, except if the patient is transferred to the Emogene Dolin Jones Hospice House's inpatient unit for short-term acute care. Patients, family and/or guests demonstrating disruptive behavior that violates the rights of, or jeopardizes the safety of the patient or others may be required to leave the Emogene Dolin Jones Hospice House.

MONTHLY ROOM & BOARD PAYMENTS

For an anticipated length of stay 2 weeks or less, a two week (14 day) advanced payment of \$4,200 is due on transfer to EDJHH. If the anticipated stay is longer than 2 weeks, the arrangements for short-term residency will apply.

For anticipated length of stay longer than 2 weeks: A deposit payment of the daily rate multiplied by the number of days remaining in the month from the date of the application and including the last day of the month is due at the time of application. (For example, if the application date is 3/10/2020, then a deposit payment of \$6,600 is due to cover the 22 days of service in the month of March.) Subsequent monthly payments are due, in advance, on the **20th day of each month**. Unless other arrangements have been made, patients who fail to pay must leave the residence.

Any damage to Hospice of Huntington by patients or their guests will be assessed and charged against the patient's account. Refunds will be issued within 3 weeks after the end of occupancy. Hospice of Huntington is obligated to issue refunds to the person/account the payment came from, per our records.

ATTENDING PHYSICIAN

Short-Term Residential patients continue to be followed by their community attending physician. The hospice physicians are consulted for on-going medical needs, and may visit when there is an urgent medical concern, but do not provide routine visits. A Hospice of Huntington Registered Nurse collaborates with the designated attending physician based on patient and family goals related to the plan of care.



MEDICATIONS

Patients and families are responsible for the cost of medications not related to the hospice diagnosis. Un-related medications must be obtained by the patient/family and given to the Residential Care Team to store in the medication room. NOTE: For Medicare patients with Part D medication coverage, Medicare requires the patient's pharmacy to coordinate with us and/or the patient's physician to identify which medications are:

1. Related to the patient's terminal illness and paid for (within the Hospice of Huntington formulary process) by the hospice benefit,
2. Unrelated and covered by the patient's Part D plan (subject to Part D pre-approval), and
3. Which medications are determined to be no longer medically necessary-and if continued, would become the patient's financial responsibility. Medications will be administered by a Hospice of Huntington licensed nurse, a physician with Hospice of Huntington privileges, or the patient's family member as ordered by the patient's attending or covering physician. Students (e.g., medical or nursing) may administer medications under the supervision of their clinical instructor. Medications will be administered according to a physician order using appropriate methods and procedures for administration of all drugs and biologicals.

VISITORS

Family members or guests may visit at any time. Minors are welcome, but must be supervised at all times by an adult other than the patient or Hospice of Huntington staff. Family members or guests demonstrating disruptive behavior will be asked to leave the Emogene Dolin Jones Hospice House. Family members or guests may not change their legal residence to the Hospice of Huntington and/or Emogene Dolin Jones Hospice House address.

If a pet visit is desired, a **Hospice of Huntington Animal Visitation** form must be complete and turned in to Hospice of Huntington staff for approval prior to the animal coming to the Emogene Dolin Jones Hospice House. An Animal Visitation form can be obtained from any staff member.