



**CHAP**  
Certified Consultant



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**POLICY MANUAL INSTRUCTIONS:**

- Revision Must be signed and dated (annually), for the Administrator and DON if the administrator is not RN (Discussed in BD meeting). *Matching BD meeting*.
- Page A-29 Fill out the Board of Directors (Owners name/title) [redacted]
- Page A-57 During Absence of Administrator (Copy on Administrator & Alt. Administrator employee chart) **WEB** [redacted]
- Page A-58 During Absence of DON (Copy on DON & Alt. DON employee chart) **WEB** [redacted]
- Page A-96 Board of Director Conflict of Interest (signed by Owners, and filed in owner chart annually) **WEB** <https://homecareoffice.com/BoardOfDirectors.htm>
- Page A-136 Compliance Committee Members [redacted]
- Page A-148 Ethic Committee Members [redacted]  
- Administrator, DON, MSW, Community Liaison and alternates **WEB**
- Page A-185 **POLICY NAMED THE ADMINISTRATOR AND THE DIRECTOR OF NURSING (DON) (Complete Names) **WEB****
- B-75 PERSONNEL LICENSURE POLICY (No need Diploma—>**CHAP only req.**)
- B-79 Organizational Chart (Write Adm., DON names, put in a **frame** on reception area) **WEB** <https://homecareoffice.com/AsNeeded.htm>
- B-80 Fill out names (Board of Directors, Administrator, DON, etc) **(name/Title)** [redacted]
- B-84 Minute x Non-Discrimination, Eval (add to Minutes Book, Annual) **WEB** <https://homecareoffice.com/CivilRights.htm>
- F-7 Patient's Charge for Services (**Included in the S/U Pack**) **WEB** <https://homecareoffice.com/AsNeeded.htm>
- K-149 Panic value **to be reported to MD** **WEB**(Can be modified in the WEB) <https://homecareoffice.com/AsNeeded.htm>



**EMERGENCY PLAN**  
ADMINISTRATOR/  
DON SIGN THE  
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