

Overview

- All GUIDE clients have up to \$2,625 or 77.7 hours a year with Service Code – GUIDE \$33.75.
- Eligibility= Dementia DX, Traditional Medicare A&B, Not enrolled in Hospice, Lives at Home
- 1 Guide Unit=4 hours. Whenever possible, visits should be scheduled in 4-hour blocks, 19 blocks a year. More than 1 block a day can be used.
- If a client requests a shorter visit, discuss with your manager. We can bill in increments of 4 hours for the month. For example; 4 3-hour blocks can be billed out as 3 Units (12 hours) at the end of a month.
- Guide year runs 7/1-6/30. Hours are renewed automatically every July 1st.
- Offices should contact the Care Navigator to determine if the client wants to continue services with GA.
- Visit notes are required for billing.
- Guide Care Navigator will provide a Care Plan, GA should still send out a nurse to assess for matching.
- The client loses any hours not used in a fiscal year.

Generations Entry Specifications:

- ☐ Request GA nurse to do the evaluation, this is a billable visit (Guide RN)
- ☐ When scheduling, identify caregivers that have completed GA dementia training or are willing to work toward completion.
- ☐ Add to Caregiver Alert — Visit Notes must be entered for Every Visit
- ☐ Client Type — GUIDE (will need to create more types if existing client as additional payor sources)
- ☐ Secondary Payor — Guide Program
- ☐ Assign a task to all shifts - Visit Note
- ☐ Tracking - Putting an available shift toward the end of the 19 blocks with a note is a tool so as not to go over authorization and to ask client if they are interested in ongoing private pay services once exhausted. For those that use hours sporadically - check visit history prior to scheduling. Putting total used hours in Visit Note and updating Phone 2 each time are other strategies for tracking.
- ☐ Add Care Plan to Care Plan Attachments
- ☐ Phone 2= 75.9 annual hours
- ☐ Assign CC to PP Billing informing that it is a new GUIDE client
- ☐ Have assigned CM reach out to Navigator to establish ongoing communication.
- ☐ Enter Navigator in Client Contacts and alerts as to keep in the loop.