

---

**Multiple Location Administration**

<b>Federal Regulations:</b> 418.100(f), 418.116 290-43-.04(14)	<b>Effective Date:</b> February 27, 2023
<b>State Regulations:</b> TX 97.243(d), 97.321, 97.322	<b>Revision Date(s):</b> February 27, 2023

**PURPOSE:** To ensure appropriate supervision of the multiple location and compliance with Federal, State, and local laws and regulations related to the health and safety of patients.

**POLICY:** A multiple location which is operated as part of a hospice program (parent) complies with the following:

- It is approved by Medicare and licensed in accordance with State licensure laws, if applicable, before providing hospice care and services to Medicare patients.
- It complies with Federal, State, and local laws and regulations related to the health and safety of patients.
- It is part of the hospice and shares administration, supervision, and services with the hospice issued the certification number.
- It provides the same full range of services required of the Parent hospice.
- The lines of authority and professional and administrative control are clearly delineated in the hospices' organizational structure and in practice and is traced to the location that was issued the certification number.
- It is responsible to the same governing body and central administration that governs the hospice issued the provider agreement.
- Clinical records are maintained for patients and patient records requested by a surveyor are transported to the Parent hospice.

**DEFINITION:** Multiple location means a Medicare approved location from which the hospice provides the same full range of hospice care and services that are required of the hospice (parent) issued the certification number. A multiple location meets the conditions of participation applicable to hospices.

**PROCEDURE:**

- 1) The Administrator/designee of the Parent hospice program meets with the Multiple Location Director/designee monthly to provide on-site supervision. These meetings are documented.
- 2) The Multiple Location Director/designee provides a monthly report to the Parent Administrator/designee.
- 3) The Parent Administrator/designee reviews the monthly report and makes recommendations as necessary to the Multiple Location Director/designee.
- 4) The Multiple Location Director/designee holds periodic Multiple Location meetings to communicate changes in policy and/or procedures, provide feedback, resolve issues and/or solicit input into the operations of the Multiple Location.

---

**Multiple Location Administration**

- 5) The Administrator holds a general staff meeting at the Multiple Location a minimum of once per year.
- 6) The designated Interdisciplinary Group (IDG) which establishes policies resides in the Parent hospice.
  - a) The Multiple Location Director/designee participates in the establishment and review of policies and procedures.
- 7) The Multiple Location Director/designee is a member of the Parent hospice's QAPI committee and participates in the review of quality improvement initiatives and regulatory compliance. a) QAPI reports include an evaluation of the care and services provided by the Multiple Location including patient outcomes.
- 8) The Medical Director of the Parent hospice supervises Multiple Location hospice physicians.