

Administrative Control

1. Home Health and Hospice Care, Inc. is a private, not-for-profit organization, accredited by Community Health Accreditation Program (CHAP), and licensed and certified by the state of North Carolina to provide health services to patients in their place of residence. Operation of the agency is controlled under a Board of Directors who delegates the day-to-day operation and activities as noted below.
2. The Home Health and Hospice Care, Inc. Board of Directors assume full legal authority and responsibility for the agency's overall management and operations, the provision of all home health services, fiscal operations, review of the agency's budget and its operation plans and its quality assessment and performance improvement program. (484.105 (a))
3. Lines of authority for the delegation of responsibility have been established by the Board. (See organizational charts)
4. The President is the Chief Executive Officer (CEO) and has been delegated by the Board of Directors full legal authority and responsibility for the agency's overall management and operation.
5. In the absence of the President (CEO), the Chief Finance Officer (CFO) shall be designated to make business decisions. In the absence of the President (CEO) and the Chief Finance Officer (CFO), the Chief Quality Officer (CQO) is to make decisions. In the absence of all three of the preceding, the Chief Clinical Officer (CCO) is to make decisions.
6. To enhance communication and the decision-making process, the President (CEO) leads the Professional Management Team (made up of the CEO, and chief officers). This team meets regularly, and minutes of the meetings are recorded.
7. The President (CEO) is designated the responsibilities of Administrator. The Administrator reports to governance and is responsible for the day-to-day operation of the organization. In the absence of the Administrator, the Chief Clinical Officer (CCO) is designated to assume same responsibilities and obligations of the Administrator. In the absence of both the President (CEO) and the Chief Clinical Officer (CCO), the Senior Directors of Clinical Practice shall provide responsibilities and obligations of the Administrator. The Administrator shall ensure the clinical manager is available during all operating hours; ensure the organization employs qualified personnel and ensures the development of personnel qualifications and policies. (484.105(b)(1))

8. New and revised policies pertinent for Board approval shall be approved by the Board of Directors.
9. Agency policies and procedures are reviewed annually to assure information is current and approved by the appropriate director, management team member, or president.
10. Public information such as agency ownership, mission statement, licensure, and accreditation status are available and accessible to the public upon request. Other information may be made available to the public with prior approval from the President (CEO) or his designee.

CHAP: LG.7.I.M1 CoP: 484.105(b)(1)(2) Cl.4a-d

This policy is required by: ☐x DHSR Licensure ☒ CHAP ☐ Medicare ☐ Other

Review Date: 1994, 1995, 1998, February 2005, May 2007, June 2009, August 2010, April 2011, June 2012, June 2013, June 2014, June 2015, November 2020, May 2023

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