

Dear Adult Family Home Provider,

Welcome to Premier Nurse Delegation! The following is a simple checklist to help you get started.

Premier Nurse Delegation takes pride in quality of service and attention to detail. Special to Premier is our Premier Nurse Delegation Binder. It is created specifically for your home and clients. The Delegation Binder will contain everything related to Nurse Delegation for ALL delegated residents in the home. Everything is in one binder, allowing easy access for Providers, Caregivers, Licensors, as well as for myself when I come on the 90-day delegation visits. I will provide you with a signage to place under the nurse delegation tab of your client's chart. Current nurse delegation records can be filed in the Delegation Binder and the older/outdated delegation records can be stored in the client's chart. The Premier Nurse Delegation Binder is meant to be a helpful tool and you have the preference to use it or to solely use the nurse delegation tab in your client's chart.

The Delegation Binder should be kept in close proximity to the Medication Administration Record (MAR) and the medications so that delegated caregivers have easy access to the written Nurse Delegation Task Instructions as needed.

CHECKLIST of things I need BEFORE I come to delegate:

(The sooner you can EMAIL or FAX these to me the better, so that I have time to prepare the paperwork and Delegation Binder.)

For Each MEDICAID Resident:

- Referral AND Care Assessment** from the Case Manager
Give the CM my contact info:
Bonnica Vuong, RN, RND
Premier Healthcare Services PS Inc
Provider One #: 2037607-01
Cell: (206)349-1838
Fax: (206)299-9808
Email: Bonnica@premiernursedelegation.com
- Current Medication List or MAR** (Medication Administration Record) from their current residence/facility.
(If coming from home, obtain their current medication list from their Primary Care Provider/Doctor)
- The last Nurse Delegator's Nurse Visit Note**- if applicable, please email or fax this to me.
(This will tell me what has already been delegated, when, and which caregivers were delegated.)

For Each PRIVATE-PAYING Resident:

- Placement/Yearly Assessment** - please email or fax this to me.
(If you need an assessment done, I can refer you to a nurse assessor.)
- Current Medication List or MAR** (Medication Administration Record) from their current residence/facility.
(If coming from home, obtain their current medication list from their Primary Care Provider/Doctor)
- Give a copy of my Introduction Letter and Fee List to your Private-Pay Resident or their POA/Representative.**
(Ensure that the resident and POA are aware of nurse delegation prior to moving into your AFH)

*For Private-Paying Clients- My preferred method of billing is to bill the Provider on the day of the visit, then the Provider will seek reimbursement from the Resident/Resident's POA/Representative. I will give you an invoice for each delegated resident at each visit.
- The last Nurse Delegator's Nurse Visit Note**- if applicable, please email or fax this to me.
(This will tell me what has already been delegated, when, and which caregivers were delegated.)

Caregiver Credentials and Training Verification: (For EACH Caregiver needing to be delegated)

- Copy of Caregiver Credentials** (CNA, HCA-C, or NAR)
- Certificate for Nurse Delegation for Nursing Assistants** (9 hours)
- Special Focus on Diabetes** (3 hours) (if delegating insulin)
- If Caregiver is a **NAR**, I need the above AND 1. **Revised Fundamentals of Caregiving (RFOC)** OR
2. **Basic Training (Core Competency)**
- If Caregiver is an “**Exempt Long-Term Care Worker**”, worked between January 1, 2011 and January 6, 2012, I will need “a **letter from the employer** who employed them within that time frame, stating they have completed the basic training requirements in effect on the date of his or her hire.”

Please also Email or Fax me the following:

- Name of your AFH
- Address of your AFH
- AFH Provider’s cell phone number
- AFH home number
- AFH fax number
- Email address
- Case Manager’s contact info (for State DSHS clients)

The initial nurse delegation set up may take some time to prepare, but once completed, everything will be organized and set! Having all these documents before-hand will make our initial Nurse Delegation visit run more smoothly. Please feel free to contact me if you have any further questions. I look forward to providing Nurse Delegation Services for your Adult Family Home!

Thank you,

Bonnica Vuong, RN, RND

Premier Healthcare Services PS Inc

DBA Premier Nurse Delegation

Phone (206)349-1838 (call or text message)

Fax (206)299-9808

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www.premiernursedelegation.com