
Hospice Providers – Multiple Locations

What is a Hospice multiple location?

In accordance with the Centers for Medicare/Medicaid Services (CMS) State Operations Manual (SOM) [Chapter 2, § 2080 - 2089](#) and Appendix M [Appendix M](#), at [42 CFR 418.100\(f\)\(1\)\(i\)](#), a hospice may furnish services from sites other than their main location if the other location(s) are Medicare approved.

How do I add a multiple location to my Hospice?

In accordance with [Chapter 2, § 2080 - 2089](#) and [Appendix M](#) of the SOM, [42 CFR 418.100\(f\)\(1\)\(i\)](#), a hospice must notify CMS of its proposal to add a location. All required materials necessary for proposing to add a hospice location may be found below, or requested through the Bureau of Facility Standards at (208) 334-6626.

What is included in the multiple location request packet?

The application packet includes what must be submitted and approved by the Bureau of Facility Standards (item #1) and resource information (item #2) as follows:

1. A letter of intent and narrative report which includes the following information:
 - The physical address of the proposed multiple locations.
 - Describe how the hospice communicates with the multiple locations and assures the ability of the governing body to manage the multiple locations.
 - Describe the lines of authority and professional and administrative control of the hospice with multiple locations (also provide an Org Chart).
 - Describe how the multiple locations participate in the hospice's QAPI activities.
 - Describe the ability of the Medical Director to assume responsibility for the medical component of the hospice's patient care at all locations.
 - Please name the Medical Director for the hospice.
 - Will the hospice have more than one Interdisciplinary Group (IDG)? If yes, please specify the IDG that establishes policies governing the day-to-day provision of hospice care and services.

- List all services provided at the multiple location. Is the hospice able to provide all hospice services at the multiple locations?
- Describe changes in staffing and in the client population of the multiple locations.
- Will any hospice services be provided under arrangement or contracts? If yes, describe the ability of the hospice to monitor and exercise control over services provided by personnel under arrangements or contracts at the multiple location.
- Describe the way clinical records are maintained, protected and safeguarded against loss, destruction or unauthorized use;
- List contracts for respite and inpatient hospice care that will be available for patients served by the proposed "multiple locations".

2. CMS S&C 09-58 [Advance Copy - Hospice State Operations Manual \(SOM\) Sections 2080-2089](#), 9/18/09.

How do I complete the multiple locations request?

Return the Letter of intent and Narrative Report (item #1 above) to the Bureau of Facility Standards. Please ensure that all requested information is included and that all hand-printed reports are clearly printed and easily readable.

Where do I send my completed multiple location request materials?

The application materials can be submitted by mail and/or hand delivered. ***PLEASE KEEP A COPY FOR YOUR RECORDS.***

✚ If you are mailing the application packet, mail to:

Department of Health and Welfare
Bureau of Facility Standards
P.O. BOX 83720
BOISE, ID 83720-0009

✚ If you are hand delivering the application packet, deliver to:

Department of Health and Welfare
Bureau of Facility Standards
3232 Elder Street

What happens after I submit my multiple location request materials?

Bureau of Facility Standards staff will review the submitted materials. If the request is incomplete, or if there are questions, Bureau staff will contact the provider. Once the requested materials have been received and after we have received notification from the Medicare Fiscal Intermediary that the [CMS-855A](#), *Medicare Application for Health Care Providers that will Bill Fiscal Intermediaries*, application has been approved, we will forward all necessary information to the CMS Region X office for final review and decision-making. When a decision has been made, CMS will notify you of the results. **Please see below for additional information related to the CMS-855A.**

How long will the multiple location request process take?

The length of the multiple location unit request process varies depending on multiple factors such as whether or not the request is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the request review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

How do I get paid for providing services?

CMS requires Hospice providers complete a new form [CMS-855A](#), when facility changes occur including the addition of a multiple location. The form CMS-855A can be accessed on the Internet or requested directly from your fiscal intermediary/carrier:

[Medicare Provider Enrollment](#)

Read the instructions on the web site and obtain the form by clicking on the version you will need for your computer.

National Government Services
P.O. Box 7141
Indianapolis, Indiana 46207-7141
866/419-9457

www.ngsmedicare.com

Additional information

For additional information please contact the Bureau of Facility Standards at (208) 334-6626 or email questions to fsb@dhw.idaho.gov.