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**IDG STAFF TIPSHEET**  
*ELECTION STATEMENT ADDENDUM \*new\* and*  
*ELECTRONIC COMMUNICATIONS CONSENT changes*  
*Effective October 1, 2020*

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**PROCESS CHANGE—Client Informed Consent for Electronic Communications**

Upon admission, the client may choose to sign the Consent for Electronic Communications form (starting October 1). Integrating this consent within the admission process supports regulatory changes for timely production of the election statement addendum while also expanding communication tools for care coordination.

\* Consent for Electronic Communications MUST be documented in the HCHB coordination note ELECTRONIC MESSAGING CONSENT before ANY email or texting may occur.

The **ELECTRONIC MESSAGING CONSENT coordination note** is completed when:

- (1) Consent for Electronic Communications form is completed at admission; or
- (2) If, after the IDG member reviews the risks outlined in the ELECTRONIC MESSAGING CONSENT template, the client or authorized representative verbally consents.

(note: to have the contact demographics updated, submit coordination note DEMOGRAPHIC CHANGE REQUEST).

**HOSPICE ELECTION AND CONSENT FORM CHANGES—Impact for Nurses, Social Workers, Chaplains**

**\*NEW\* Election Statement Addendum**, which is an itemized list of what is NOT covered by Hospice (this itemized list is optional and provided upon client or authorized representative request) may be requested at any time to a nurse, social worker, or chaplain. From the day of the request, the agency has 3 DAYS to provide this information to the requestor.

Scripting Suggestion

1. *“Hospice will provide you the itemized list you have requested within 3 days. You can have this list emailed to you, or it can be mailed, within 3 days.” (check on status of ELECTRONIC MESSAGING CONSENT in the HCHB coordination notes if email is requested)*

If the itemized list *is requested* during your visit, you **must** document the request within this section of HCHB:

Visit Action Screen => Demographics => Election Statement Addendum

**IMPORTANT REMINDER FOR NURSES**

When entering medications, if FINANCIAL RESPONSIBILITY is assigned to the PATIENT, you now MUST add one of the following reasons:

- UNRELATED TO THE TERMINAL ILLNESS AND RELATED CONDITIONS
- NO LONGER MEDICALLY BENEFICIAL DURING TERMINAL STAGE OF ILLNESS

**OUTSIDE SERVICES COORDINATION NOTES** must be entered the day you learn of the service and all information requested on the note must be completed; this information is used for the election addendum statement and this list must be sent to the client/auth rep within 3 DAYS.

**NOTE** – a paper copy of the list will be provided to the nurse to review with the client/auth rep and obtain a signature; the signed copy will be submitted to Medical Records for upload to HCHB. This is a requirement we MUST meet to be eligible for payment.