HOME HEALTH CARE AGENCY CHECKUP

COMPLIANCE TIPS AND BEST PRACTICES FOR HOME HEALTH AGENCIES

WHAT HAPPENS WHEN a payroll and HR company, a home care management solution, and a law firm get together to talk home health care? All-around coverage for your agency, that's what.

We discuss protecting your agency's reputation, reducing time on administrative tasks, and how to keep employees happy on payday.

Take a look at these 12 tips and best practices that we've compiled to keep your agency healthy while you take care of your employees and clients.

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Calculate accurate and compliant wages

When employees submit **timesheets** for dates of service before this week, be sure to recalculate overtime for the week being paid.

If your employees work at several different pay rates during the week, be sure to calculated overtime using a **blended rate**.

Be sure to check your state's requirements for the **seventh day of work pay**.

If you offer consumer-directed care programs (eg, CDS, CDPAP), determine **your state's tax filing requirements**—should you file using your Federal ID or the consumers'?

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Save time on scheduling

Automate schedule management by creating recurring shifts for patients based directly on their authorization and plan of care.

Find **caregiver replacements** for missed visits or open shifts by broadcasting open cases securely via text message or mobile app.

Catch shift overlaps, overtime pay, and other conflicts before they happen with built-in alerting and reporting.

Optimize caregiver and patient placements by matchmaking patients based on criteria including caregiver skills, languages, and patient needs.

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Keep up to date on labor law compliance

Ensure that the agency is accurately **tracking the hours and duties** performed by aides.

Confirm that payroll system is programmed to correctly identify all **wage and hour obligations** for the provider related to hours reported in the system.

Evaluate and implement benefit and compensation programs to comply with **wage parity**.

Classify all office employees correctly as **exempt and non-exempt**.

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