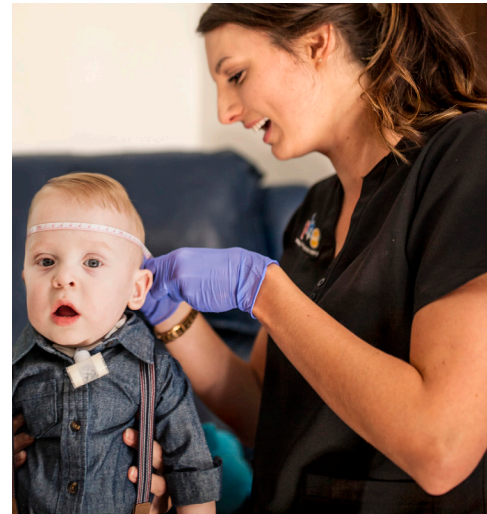


# Care & Service



# Welcome!

Hello. I want to start off by welcoming you to the PHS family. We are grateful for the trust you place in us. We look forward to partnering with you to keep your child safe and healthy at home. When you work with PHS, you get more than just medical services — you get complete care. We provide a range of services that support a growing child. We can help with insurance and give warm hugs when life gets overwhelming.

As a Pediatric Center of Excellence, all decisions center around the needs of our patients and their families. This approach touches every aspect of our organization. It includes hiring and training our employees, supporting medical non-profits, representing patients' needs at the legislature, and doing medical research. To continually improve service, we at times send a patient experience survey and look forward to your feedback.

We have been providing home care for complex pediatric patients for over three decades. Our mission is to take care of the child. Our goal is to make a positive difference in the life of every family we serve. Our hope is children with medical complexities have their best lives living at home participating in their communities.

We look forward to supporting you and your child through your journeys. Don't hesitate to call us if you have questions or concerns about anything related to your child's care. We are here to help.

Sincerely,



Adam Nielsen  
Chief Executive Officer



# LANGUAGE ASSISTANCE

If you do not speak or read English well, language assistance services, free of charge, are available to you. Call PHS at:

1-800-225-7477  
[TTY or TDD: 711]

## Albanian / Shqip

KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë. Telefononi në 1-800-225-7477 [TTY or TDD: 711].

## Amharic / አማርኛ

ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያግዝዎት ተዘጋጅተዋል፡ ወደ ሚከተለው ኔጥር ይደውሉ 1-800-225-7477 [TTY or TDD: 711].

## Arabic / العربية

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم (رقم هاتف الصم وال)

1-800-225-7477 [TTY or TDD: 711].

## Armenian / Հայերեն

ՈՒՇԱԴՐՈՒԹՅՈՒՆՆԵՐ Եթե խոսում եք հայերեն, ասլա ձեզ անվճար կարող են տրամադրվել լեզվական օգնությունների ծառայություններ: Ձանգահարեք 1-800-225-7477 [TTY or TDD: 711]. (հեռախոս)

## Burmese / ကြမာနုန

သတိပြုရန် - အကယ်၍ သင်သည် မြန်မာစကား ကို ပြောပါက၊ ဘာသာစကား အကူအညီ၊ အခမဲ့၊ သင့်အတွက် စီစဉ်ဆောင်ရွက်ပေးပါမည်။  
ဖုန်းနံပါတ် 1-800-225-7477 [TTY or TDD: 711]. သို့ ခေါ်ဆိုပါ။

## Cambodian / ខ្មែរ

ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយ ភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា ដោយមិនគិតឈ្នួល គឺអាចមានសំរាប់បំរើអ្នក។ ចូរ ទូរស័ព្ទ 1-800-225-7477 [TTY or TDD: 711].

**Chinese / 繁體中文** \_\_\_\_\_

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電

1-800-225-7477 [TTY or TDD: 711].

**Farsi / فارسی** \_\_\_\_\_

**توجه:** اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد.

1-800-225-7477 [TTY or TDD: 711]. تماس بگیرید

**French / Français** \_\_\_\_\_

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-800-225-7477 [TTY or TDD: 711].

**French Creole / Kreyòl Ayisyen** \_\_\_\_\_

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-800-225-7477 [TTY or TDD: 711].

**German / Deutsch** \_\_\_\_\_

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-225-7477 [TTY or TDD: 711].

**Greek / ελληνικά** \_\_\_\_\_

ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν. Καλέστε 1-800-225-7477 [TTY or TDD: 711].

**Gujarati / ગુજરાતી** \_\_\_\_\_

સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે.  
ફોન કરો 1-800-225-7477 [TTY or TDD: 711].

**Hindi / हिंदी** \_\_\_\_\_

ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मु त मैं भाषा सहायता सेवाएं उपलब्ध हैं।  
1-800-225-7477 [TTY or TDD: 711]. पर कॉल करें

**Hmong / Hmoob** \_\_\_\_\_

LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-800-225-7477 [TTY or TDD: 711].

**Italian / Italiano** \_\_\_\_\_

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-800-225-7477 [TTY or TDD: 711].



**Japanese / 日本語**

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。

1-800-225-7477 [TTY or TDD: 711].

まで、お電話にてご連絡ください。

**Karen / und** \_\_\_\_\_

ဟ်သျှဉ်ဟ်သး- နမ့ၢ်ကတိၢ် ကညီ ကျိၣ်အယိ၊ နမၤန့ၢ် ကျိၣ်အတၢ်မၤစၢၤလၢ တလၢၣ်ဘျဉ်လၢၣ်စ့၊ နီတမံၤဘဉ်သ့န့ၣ်လီၤ. ကိ

1-800-225-7477 [TTY or TDD: 711].

**Korean / 한국어** \_\_\_\_\_

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다.

1-800-225-7477 [TTY or TDD: 711].

번으로 전화해 주십시오.

**Lao / ພາສາລາວ** \_\_\_\_\_

ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສຍຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ

1-800-225-7477 [TTY or TDD: 711].

**Nepali / नेपाली** \_\_\_\_\_

ध्यान दिनुहोस्: तपाईंले नेपाली बोल्नुहुन्छ भने तपाईंको निम्ति भाषा सहायता सेवाहरु निःशुल्क रूपमा उपलब्ध छ । फोन

गर्नहोस 1-800-225-7477 [TTY or TDD: 711]. टिटिवाइ

टिटिवाइ

**Oromo / Oroomiffa** \_\_\_\_\_

XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa

1-800-225-7477 [TTY or TDD: 711].

## Pennsylvania Dutch / Deutsch

Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzscht, kannscht du mitaus Koschte ebber gricke, ass

dihr helfst mit die englisch Schprooch. Ruf selli Nummer uff:

1-800-225-7477 [TTY or TDD: 711].

**Polish / Polski** \_\_\_\_\_

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer

1-800-225-7477 [TTY or TDD: 711].

**Portuguese / Português** \_\_\_\_\_

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para

1-800-225-7477 [TTY or TDD: 711].

**Punjabi / ਪੰਜਾਬੀ** \_\_\_\_\_

ਧਿਆਨ ਦਿਓ: ਜੇ ਤਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤਹਾਡੇ ਲਈ ਮਫਤ ਉਪਲਬਧ ਹੈ।

1-800-225-7477 [TTY or TDD: 711]. 'ਤੇ ਕਾਲ ਕਰੋ।

'ਤੇ ਕਾਲ ਕਰੋ।

**Russian / Русский**

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-225-7477 [TTY or TDD: 711].

**Serbo-Croatian / Srpsko-hrvatski**

OBAVJEŠTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. 1-800-225-7477 [TTY or TDD: 711].

**Somali / Af-Soomaali**

DIGNIIN: Haddii aad ku hadasho af Soomaali, si laguucaawiyo waxaa lagu diyaariyey adeeg luuqadeed oo ah lacag la'aan. Kala soo xiriir 1-800-225-7477 [TTY or TDD: 711].

**Spanish / Español**

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-225-7477 [TTY or TDD: 711].

**Swahili / Kiswahili**

KUMBUKA: Ikiwa unazungumza Kiswahili, unaweza kupata, huduma za lugha, bila malipo. Piga simu 1-800-225-7477 [TTY or TDD: 711].

**Tagalog / Filipino**

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-800-225-7477 [TTY or TDD: 711].

**Telugu / తెలుగు**

శ్రద్ధ పట్టండి: ఒకవళ మీరు తెలుగు భాష మాట్లాడుతున్నట్లయితే, మి కరకు తెలుగు భాషా సహాయక సవలు ఉచితంగా లభిస్తాయి. 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx) కు కాల్ చేయండి. 1-800-225-7477 [TTY or TDD: 711]. కు కాల్ చేయండి.

**Ukrainian / Українська**

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-800-225-7477 [TTY or TDD: 711]. телетайп:

**Urdu / اُردو**

خبردار: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں۔ کال 1-800-225-7477 [TTY or TDD: 711].

**Vietnamese / Tiếng Việt**

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số. 1-800-225-7477 [TTY or TDD: 711].

**Yoruba / èdè Yorùbá**

AKIYESI: Bi o ba nsọ èdè Yorùbá ọfẹ ni iranlọwọ lori èdè wa fun yin o. Ẹ pe ẹrọ-ibanisọrọ yi 1-800-225-7477 [TTY or TDD: 711].

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## About PHS

### EMERGENCY CARE

Call 911 if you think your child is having a life-threatening emergency. PHS does not provide emergency medical services. We provide 24-hour support for PHS equipment, supplies, medicine, and services.

### ACCREDITATION

A national organization approved by the Centers for Medicaid and Medicare Services officially recognizes PHS for the quality and safety of its patient care at select locations.

### PHS NONDISCRIMINATION POLICY

Pediatric Home Service (PHS) does not discriminate based on race, color, national origin, age, disability, or sex. PHS meets the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 1557 of the Patient Protection and Affordable Care Act of 2010 and the regulations related to these Acts.

PHS does not exclude people from service or treat them differently because of race, color, national origin, age, disability, or sex. PHS provides free aids and services to people with disabilities for effective communication, such as:

- Qualified sign language interpreters
- Written information in other formats

PHS provides free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact 1-800-225-7477 toll-free [TTY or TDD: 711] or go to <https://www.pediatrichomeservice.com/contact-us/>.

### NOTICE OF PROGRAM ACCESSIBILITY

Pediatric Home Service and all its programs and activities are accessible to and usable by persons with disabilities. These include persons who are deaf, hard of hearing, blind, or who have other sensory impairments. Access features at our service sites include

- Designated disability parking
- Level access or ramps between parking areas and entrance
- Fully accessible public waiting areas, restrooms, and meeting areas/rooms

Communication aids are available at all sites for no additional charge and include

- Qualified sign language interpreters for persons who are deaf or hard of hearing
- Communication with PHS using the person's preferred Telecommunications Relay Service option
- Many materials are offered in a variety of written, visual, and audible formats and in other languages

Notify a PHS employee if you require any of these aids or other assistance.



## About PHS (continued)

### WHAT YOU CAN DO

If you believe that PHS fails to provide accessible services or discriminates in other ways based on race, color, national origin, age, disability, or sex, you can file a grievance with

V.P. of Quality and Compliance

Pediatric Home Service

2800 Cleveland Avenue North

Roseville, MN 55113

651-642-1825 or 1-800-225-7477 (toll free)

<https://www.pediatrichomeservice.com/contact-us/>

651-638-0680 (fax)

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the V.P. of Quality and Compliance is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, in the following ways:

Electronically through the Office for Civil Rights Complaint Portal at  
[ocrportal.hhs.gov/ocr/portal/lobby.jsf](https://ocrportal.hhs.gov/ocr/portal/lobby.jsf)

By mail at

U.S. Department of Health and Human Services

200 Independence Avenue SW Room 509F

HHH Building

Washington D.C. 20201

By phone at

1-800-368-1019, 1-800-537-7697 (TTY)

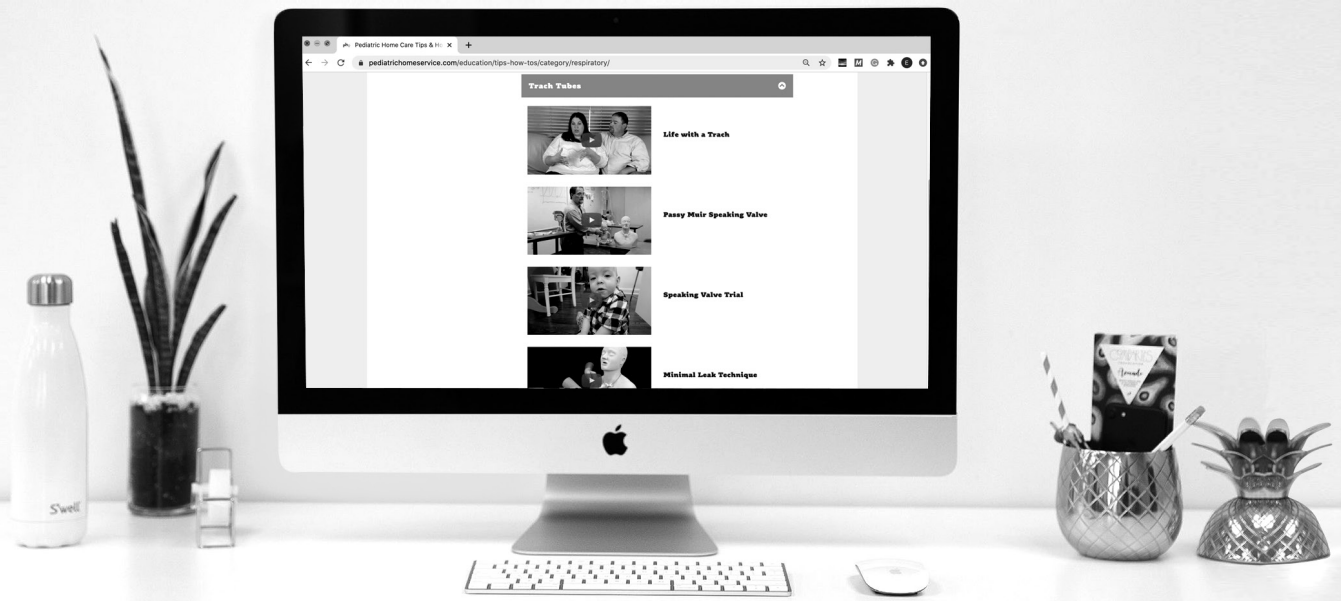
Civil rights complaint forms are available at  
[hhs.gov/civil-rights/filing-a-complaint/index.html](https://hhs.gov/civil-rights/filing-a-complaint/index.html)

## Tips and How-To's

These are educational videos and resources created by PHS to support families and caregivers.

### ACCESS THEM AT PHSTIPS.COM

- Topic categories include respiratory care, infusion, nutrition, infection prevention, and life with a medically complex child.
- Tips include how to
  - Safely operate, troubleshoot, and maintain equipment
  - Organize supplies
  - Travel with a child with medical complexity



## Equipment and Supplies

Check that your child's health insurance pays for the equipment and services the doctor wants for your child. Your child's care plan and insurance determine the type of equipment we provide.

### EQUIPMENT

- Your child's insurance determines whether you rent or buy PHS equipment.
- We rent and bill equipment on a monthly basis. We charge a full month's rental if you return equipment before the end of a one month period.
- We pick up rental equipment you no longer need.

### EQUIPMENT MAINTENANCE OR REPAIR

Call a PHS Clinician if you think your child's equipment needs maintenance or repair.

#### Rented Equipment

- We replace rented equipment at no cost if the unit needs maintenance or repair.

#### Patient-Owned Equipment

- You can rent a PHS replacement unit while we work on your child's equipment.
- If your equipment is under warranty, there is no charge for maintenance, repair, and parts.
- If your equipment is NOT under warranty, there is a charge for maintenance, repair, or parts.

#### ATTENTION

Notify us if the doctor says to stop using equipment, supplies, medicine, or services we provide your child.

## Equipment and Supplies (continued)

### SUPPLIES

Your child's care plan and insurance determine the type, amount, and how often you can replace your child's supplies.

- You can only buy supplies — you cannot rent them.
- We can deliver supplies to your child's home or you can pick them up at our office.
- You cannot return supplies for credit or refund.
- PHS supplies are for home need only. Use hospital supplies if your child is admitted into the hospital.

## Insurance

Help us keep the billing and insurance process as simple as possible.

### LET US KNOW IF

- Your child's medical needs or insurance change.
- We need to send your child's billing information to someone other than the person who signed the PHS Home Patient Agreement.
- You have questions about your child's medical bill. We call your child's insurance company if we think the payment is less than it should be. We can request a special review of the payment decision (called an appeal).
- You have trouble paying your medical bill. Our Billing Specialists work with you to set up a payment plan. You can pay with check, money order, VISA, MasterCard, American Express, Discover, or in person with cash.

### ATTENTION

Please let us know if your child's insurance coverage changes to Medicare.

For Minnesota patients, business practices are **NOT** designed to serve individuals in this program. We can give you names of other medical providers who accept Medicare. And we help you with your child's transition to a new provider.

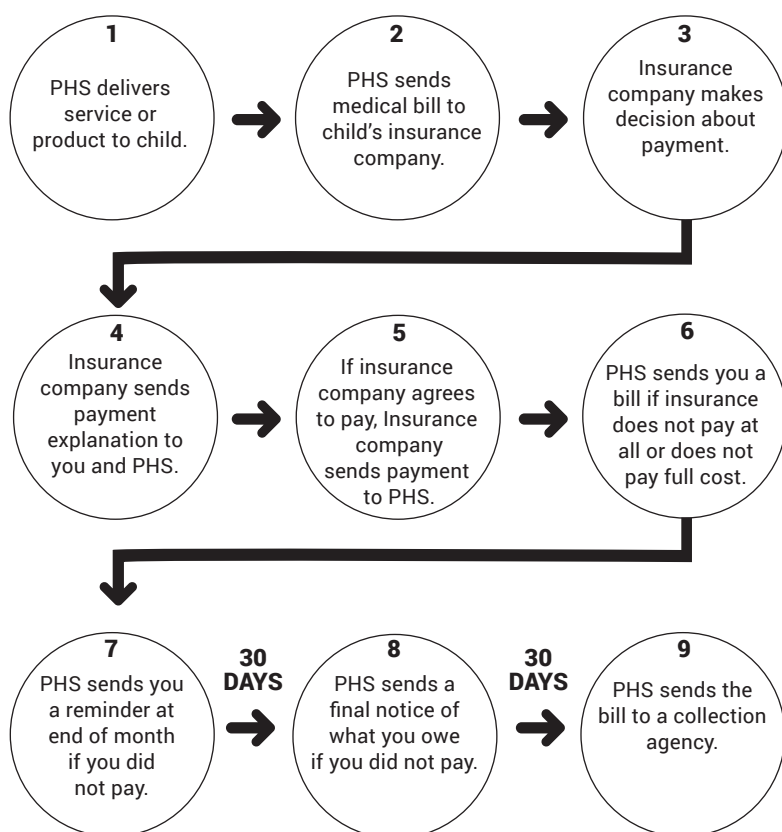
## Insurance (continued)

### UNDERSTAND

- Insurance may not pay for everything the doctor wants for your child.
- Your child's insurance may
  - Only pay for part of the cost of a product or service
  - Place limits on how often and how much product or service can be ordered
- Your signed PHS Home Patient Agreement lets us directly bill your child's insurance. If we don't get your signed form we send you the medical bill.
- We send you a bill for whatever amount your child's insurance does not pay.

### BE AWARE

We repeat steps 1–5 in the billing process if your child has more than one insurance plan.



### Your Child's Care Plan

#### YOUR CHILD'S INFORMATION

Correct information helps us safely manage your child's care plan.

- We may contact you to confirm your child's name, birth date, gender, address, and insurance plan(s).
- Please let us know if any of your child's information changes.

#### FOLLOWING YOUR CHILD'S CARE PLAN

A doctor writes a care plan that describes the medical care your child needs. We provide you information on how to safely use PHS equipment, medicine, and therapies for this care plan.

#### ASSESSING PAIN

We need to know if PHS equipment, medicine, or therapies in the care plan cause your child pain. We work with you, your child, and the doctor or clinic to lessen or manage any pain.

#### RESUSCITATION

Cardiopulmonary Resuscitation (CPR) is an emergency procedure to keep blood flowing through the body when the heart stops beating. All PHS Clinicians are certified in CPR. They perform CPR when ethically required to do so. Please let us know if your child has a Provider's Order for Life-Sustaining Treatment (POLST) or an Advanced Directive.

#### PATIENT TURNING 18

At age 18, all young people become adults under state and federal law. As adults, they have the right and responsibility to make their own healthcare choices. There are planning and preparation tools for patients under 18 and their families at [www.PHSTurning18.com](http://www.PHSTurning18.com).

### Mandated Reporters

Under law, medical and social service professionals must report abuse and neglect they encounter while doing their jobs. Depending on the U.S. state, these persons must report if they know, or have reason to believe,

- A child or vulnerable adult is being neglected, abused, or exploited
- A child was neglected or abused within the preceding three years

PHS reports if we believe a child or vulnerable adult receiving our services is in danger. We make the report to the appropriate authorities. These could include local or state police, the county or state protective service agency, or a county or state attorney. PHS calls 911 if a child or vulnerable adult is in immediate danger.

## Basic Home Safety

Knowing and practicing basic home safety can help prevent injury and possible death. Here are some actions that can make your home safer.

### USING YOUR CHILD'S EQUIPMENT


- Before using equipment for the first time, read the manufacturer's warnings and cautions.
- Always use the equipment as instructed by PHS and the manufacturer's manual.
- Make sure all caregivers in your home know how to use the equipment.
- Keep liquids away from the equipment and electrical sources. If a spill happens or you think there was a spill, stop using the equipment (if possible). Call PHS right away.
- Place equipment on a stable surface. Make sure your child can't pull the equipment down.
- Place equipment as close to the power outlet as possible.
- Keep pathways to the equipment clear. Rearrange furniture and rugs as needed.

#### ATTENTION

Never turn off equipment alarms or cover the equipment's loudspeaker.

### USING AN ELECTRICAL OUTLET:

Before plugging equipment into an outlet, make sure

- Your electricity meets or exceeds the equipment's power needs (amperage, voltage, and wattage)
- Your wall outlets are properly grounded to prevent electric shock or electrical burns
- You use only UL  safety approved extension cords and power strips
- Unused wall and power strip outlets have plastic safety plugs to protect others from electric shock

#### ATTENTION

Prevent equipment from being turned off by mistake. Do not use power strips with ON/OFF switches.



## **Basic Home Safety (continued)**

### **USING FORMULA AND FEEDING PRODUCTS**

- Follow the manufacturer guidelines on preparing and storing (cold or at room temperature) your child's formula and feeding products.
- Don't use products that are past their use-by dates.

### **USING STERILE SUPPLIES**

Sterile means clean and free of germs. Examples of sterile supplies include needles, wound dressings, suction catheters, and urinary catheters.

- Keep sterile supplies in their unopened protective packages until ready for use.
- Don't use a sterile supply if it touched a dirty or non-sterile surface or substance. Examples include tap water, floors, beds, unwashed hands, non-sterile gloves.
- Don't reuse sterile supplies.
- Don't use sterile water bottles that are open for more than 24 hours.
- You can use a sterile water drip bag until it is empty or you replace it.

### **KEEP IMPORTANT PHONE NUMBERS HANDY**

- 911 for Emergencies (medical, fire, etc.)
- Doctor, Clinic, or Care Facility
- Hospital
- Pediatric Home Service

### **PREVENT POISONING**

- Keep medicines and cleaning supplies in a locked cabinet or closet.
- Safely discard medicines that are past their use-by date or that you no longer need. See 'How to Dispose of Unwanted Medicine in this booklet.
- Call the Poison Control hotline (800-222-1222) if you think someone has been poisoned.
- Call 911 if a person is having a seizure, not breathing, or appears lifeless.

To report an adverse event or medical device problem, please call FDA's MedWatch Reporting Program at 1-800-FDA-1088.

For information regarding a specific hospital bed, contact the bed manufacturer directly.

## Preventing Fire in Your Home

Knowing and practicing fire prevention is critical in making sure your home is safe.


### POWER CORDS

Check power cords on your child's medical equipment each month.

Do not use a power cord if

- It is cracked or frayed
- You can see metal wire inside the power cord
- Prongs on plug are loose

### SMOKE ALARM

Use only smoke alarms that have a UL symbol. 

Install a smoke alarm on every level of your home and in each bedroom. Read the manufacturer's instructions to know where to place an alarm so it quickly senses the smoke.

Follow manufacturer's instructions for testing, cleaning, and maintaining alarm.

*If alarm does not sound when you test it, clean alarm, replace battery, or replace entire alarm depending on source of power.*

Prepare a family plan so everyone knows what to do if the smoke alarm goes off.

Check regularly that everyone remembers

- How to get out quickly from each room in the house. Identify more than one exit from a room whenever possible.
- Where to meet outside after escaping the house.

### FIRE EXTINGUISHER

Keep one or more fire extinguishers in your home and garage.

Choose a fire extinguisher to match the types of fires that could happen in separate parts of your home. Extinguishers labeled "A-B-C" are recommended for home safety.

Keep extinguisher in plain sight and no more than five feet above the floor.

Store extinguisher out of reach of young children and away from heat sources.

- Do not block extinguisher with coats or shoes, curtains or furniture, equipment or any other items.
- Keep extinguishers in places fires most often start – the kitchen and the garage. Place extinguisher near an exit.

Know how extinguisher works before you need to use it. Training may be available from the local fire department or the manufacturer of the extinguisher.

If there is a fire

1. Pull out pin at top of extinguisher.
2. Aim spray hose at base of fire, not at flames.
3. Squeeze lever slowly.
4. Sweep spray hose from side to side.

Follow manufacturer's instructions for cleaning and maintaining fire extinguisher.

Sources: American Red Cross

National Fire Protection Association [www.nfpa.org](http://www.nfpa.org)

### TIP

Check your smoke detector when you change the clock to daylight savings time.



## How To Dispose of Unwanted Medicine

Removing unwanted medicine is especially important if you have children or pets in your home. Accidental exposure to medicine is a major cause of child and pet poisoning in the United States. Always keep medicine completely out of reach by children and pets.

Contact your local pharmacy for guidance and locations to safely dispose of medications you no longer need. You can take the following steps as well.

### FIRST

Drug take-back programs are the safest way to get rid of unwanted medicine. Find out if your community has drug take-back locations or drug take-back events.

- Contact a pharmacy, police department, or state environmental protection or pollution control agency for this information. OR
- Go to the Food and Drug Administration (FDA) website by searching for FDA drug take-back locations. The website provides take-back locations near you and the date of the next drug take-back event.

NOTE: When keeping prescription medicines in original containers, remove label or make personal information and the prescription number unreadable.

### SECOND

Do the following **ONLY** when there are no drug take-back locations in your community.

Look at all prescription medicines, including patches. See if the label or information sheet says to flush the medicine down the toilet. You can see a list of these drugs on the FDA website by searching for *FDA drugs to flush*.

Check with your state pollution control or environmental protection agency before flushing these medicines down the toilet. Find out if there are limits on disposing of medicine this way. If there are, ask for instructions on how to throw away the medicine.



### ATTENTION

#### Why Putting Medicine Down the Drain Is Dangerous

Throwing medicine down the toilet, sink, shower, or garbage disposal can result in medicines entering lakes and streams. Medicines in these waters can harm animals that live and eat there. They can also enter the water humans drink and the foods people eat.

#### Sources:

<https://www.fda.gov/drugs/ensuring-safe-use-medicine/safe-disposal-medicines>

<https://www.epa.gov/hwgenerators/collecting-and-disposing-unwanted-medicines>

<https://www.dea.gov/documents/2018/10/04/how-properly-dispose-your-unused-medicines>

<https://aapcc.org/prevention/safe-medicine-disposal>

## Preventing Infection

Preventing and controlling infection is critical in making sure your home is safe.

### HAND WASHING STEPS

Keep germs from spreading to others. Clean your hands BEFORE and AFTER handling equipment, supplies, and medicine or providing care.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Use something other than your clean hands to turn off the faucet.
6. Dry your hands using a clean towel or air dry them.

Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

### HAND SANITIZERS

Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol. Keep hand sanitizer out of reach of children.

### HANDLING STERILE SUPPLIES

When handling sterile supplies, wash AND glove your hands according to instructions from your PHS clinician and education material.

### SIGNS OF INFECTION

1. Be alert to these signs of infection:
  - Fever greater than 101.5 degrees Fahrenheit (38.6 Celsius)
  - Sleeping more than usual
  - Coughing, wheezing, or difficulty breathing
  - Long periods of increased breathing or heart rates
  - Stuffy nose, sneezing, or sore throat
  - Thicker or increased amount of mucus in the lungs, nose, or throat
  - Mucus with a foul odor or with a green, yellow, brown, pink, or red color
2. Always talk with your doctor before using over-the-counter cold medicine to control cold or flu symptoms.
3. Call your doctor and PHS clinician if an infection develops.



## Emergency Situations

Being prepared for emergencies can make the difference between there being a mild nuisance or a possible tragedy. Here are some things to keep in mind when you or your child depend on medical support equipment.

### EMERGENCY PLANNING

- Before going home from the hospital
  - Contact your police and fire departments and a local ambulance service. Notify them of your or your child's need for emergency services.
  - Alert the electric company to put your home on a medical priority list for restoring power after an outage.
  - Notify the phone company if you don't use a cell phone. Alert them to put your home on a medical priority list for restoring service.
- Create an Emergency Action Plan. Talk with your PHS Clinician if you have questions or need help creating an Emergency Action Plan. Keep your Emergency Action Plan where it is easy for everyone to see. Review the plan with your family and caregivers on a regular basis and update when needed.
- Notify your local fire department if you or your child use oxygen or life support equipment in your home.
- Keep a working flashlight near the medical equipment. Never use candles.
- Keep a battery-operated radio close to the equipment.
- Identify only one location for storing backup medical equipment and non-refrigerated supplies.
- Use power surge protectors with your medical equipment.
- Sign up to be on your community's emergency warning system.
- Include health insurance information and medical provider contact information in your severe weather or emergency evacuation kit.

### EQUIPMENT FAILURE

- Call 911 if a medical equipment breakdown is life-threatening.
- Call PHS to troubleshoot if a medical equipment breakdown is not life-threatening. We may need to repair or exchange the equipment.

### POWER OUTAGE

- Prepare for a power outage by knowing
  - How long the battery for a piece of equipment can provide operating power
  - Where the equipment's backup battery is located
  - How to hook up or install the backup battery
  - How long you or your child can safely be without medical equipment support
- Remember that cordless phones do not work during power outages. Arrange for another method of emergency communication.

### EMERGENCY PREPAREDNESS QUESTIONS?

Call PHS if you have questions about being prepared for an emergency when using medical equipment.

## Emergency Situations (continued)

### SEVERE WEATHER AND NATURAL DISASTERS

- Know where to find severe weather and natural disaster alerts. Examples include the Wireless Emergency Alert system and NOAA Weather Radio.
- Read information on preparing for and staying safe during severe weather and natural disasters. Go to any of the following: [ready.gov](https://ready.gov); [epa.gov/naturaldisasters](https://epa.gov/naturaldisasters); your state's weather safety or emergency preparedness web sites.
- Contact the fire department for information on actions to take during severe weather or natural disasters.
- Locate evacuation routes and the nearest emergency shelters.
- Identify a safe place to go when not evacuating. Work out challenges to moving essential equipment and supplies, back-up battery, flashlight, and battery-operated radio to that location.

## Travel Basics

Traveling with your child may require special planning. For example, taking a copy of your child's most current doctor's order. A PHS Clinician is available to discuss what special planning your family may need.

### TRAVEL CHECKLIST--AVAILABLE ONLINE!

1. Go to [PHSTips.com](https://PHSTips.com).
2. Select Life With a Medically Complex Child.
3. Select Traveling with a Medically Complex Child.
4. Select Travel Checklist (PDF) to view and download.

### CARRYING DISPOSABLE SUPPLIES

You can carry disposable supplies with you. Or we can ship disposable supplies to your travel destination in the United States (except Hawaii and Alaska). Please allow five business days for shipping.

### SHIPPING YOUR EQUIPMENT

If you ship your child's equipment, make sure it arrives safely by packing it in the correctly-sized box. Call us if you need boxes for your child's equipment.

### RESOURCES IN YOUR TRAVEL AREA

Before leaving home, call a hospital in your travel area and ask about resources for your child's medical needs. Identify you need resources for a child because most home care and medical equipment providers serve only adults.



## **Travel Basics (continued)**

### **TRAVELING BY AIR**

Before buying a plane ticket, call the airline and describe your child's medical needs. The airline may require a doctor's order for medical support during the flight. If your travel involves multiple airlines, contact each one as airlines differ in their medical support services and requirements. Check that the airline terminal can support your child's needs before boarding and after exiting the airplane.

You cannot bring compressed or liquid oxygen onto the plane in a checked or carry-on bag or with your child. Some airlines provide compressed oxygen for passenger use and you must arrange this in advance. You can pack an approved portable oxygen concentrator (POC) in a checked or carry-on bag. Airlines differ in how many POC batteries you must carry and where and how to safely pack them. For a list of POCs that meet federal requirements for in-flight use, see [www.faa.gov/about/initiatives/cabin\\_safety/portable\\_oxygen/](http://www.faa.gov/about/initiatives/cabin_safety/portable_oxygen/)

### **OXYGEN COMPANIES**

Ask your clinician if there are alternate methods for addressing your child's oxygen needs. Inquire if there is a list of oxygen companies in your travel area. Some companies specialize in oxygen and related medical equipment for travelers. The following are some companies that specialize in oxygen and related medical equipment for travelers:

#### **Advanced Aeromedical**

Provides oxygen for airport layovers, hotel stays, cruises, and motor tours.  
Coordinates provision of oxygen internationally.  
There is a fee for these services. Sells and rents portable oxygen equipment.  
1-800-346-3556  
[www.aeromedic.com](http://www.aeromedic.com)

#### **Freedom Link**

Identifies sources of oxygen and related supplies in the United States.  
1-866-693-3012  
[www.vgmfreedomlink.com](http://www.vgmfreedomlink.com)

#### **Travel O2**

Arranges for worldwide delivery of medical and oxygen equipment. There is a fee for these services.  
1-800-391-2041  
[www.travelo2.com](http://www.travelo2.com)

### **PHS Notice of HIPAA Privacy Practices**

#### **PLEASE REVIEW THIS NOTICE CAREFULLY**

This notice describes how medical information about a patient may be used and disclosed and how you can get access to this information.

#### **WHAT ARE PHS HEALTH INFORMATION RESPONSIBILITIES?**

As we provide care and service, PHS collects information that becomes part of a patient's medical and billing record. This information is called Protected Health Information (PHI). PHI includes information about the patient we receive from

- The patient or the patient's legal guardian or principal caregiver.
- The medical people involved in the patient's care, such as doctors, hospital or clinic staff, home care or school nurses, and mental health therapists.
- The patient's health insurance company.

Federal law and our concern about patient protection require us to keep a patient's PHI private. We do this in many ways.

- We have protections for paper and computer records to prevent accidental or intentional change, loss, or misuse of PHI.
- We have written policies protecting PHI that govern how we do business.
- We regularly train all our employees on laws and PHS policies for protecting PHI.
- We require all non-health care industry companies with which we work when we provide patient services to sign a legal agreement to follow PHI laws.

PHS notifies the patient or legal guardian if a loss of PHI occurs that is likely to cause patient harm. PHS sends this report no more than 60 days after we learn about the loss.

#### **HOW DOES PHS USE AND SHARE PROTECTED HEALTH INFORMATION?**

Federal law allows PHS to use and share PHI without a patient's written permission for the following six purposes. For each purpose, we list one of many possible examples.

##### **1. Patient Care and Treatment**

We may share PHI with other health care providers as we give, manage or coordinate health care and related services for a PHS patient.

Example: Speaking with referring health care providers to obtain medical history or determine best equipment, supplies, or medicine for a patient.

## **PHS Notice of HIPAA Privacy Practices (continued)**

### **2. Payment for PHS Services**

We may share PHI with the patient's health insurance provider as we seek payment for PHS services.

Example: Sharing PHI to determine whether the patient's health insurance pays for equipment and supplies ordered by the doctor.

### **3. On-Going Health Care Practices**

We may use PHI for business operations and to check that PHS follows all laws and guidelines for providing safe, high-quality patient care.

Example: Reviewing medical records to assure we follow proper billing practices.

### **4. Public Health**

We may share PHI with appropriate authorities to prevent serious threat to individual or public health or safety.

Example: Sharing a life-threatening patient event involving medical equipment with the federal Food and Drug Administration (FDA).

### **5. Suspected Abuse or Neglect**

We may share PHI with appropriate authorities to address concerns about abuse, neglect, or domestic violence involving a child or vulnerable adult.

Example: Sharing a nurse's observations with a county Child Protection Service if there is concern about a child's well-being.

### **6. Legal Actions**

We may share PHI as required for court or law enforcement actions.

Example: Sharing a patient's location in response to a court order from the police.

In the following situations, federal law requires PHS to seek and receive written permission from the patient or the patient's legal representative before using or sharing PHI in the following situations. PHS must explain to the patient or the patient's legal guardian why and with whom we want to share PHI.

- For requests to use or share PHI for purposes other than the six purposes listed above under "How Does PHS Use and Share Protected Health Information?"
- For most requests to receive or share mental health treatment information contained within the medical record.

The patient or patient's legal guardian can refuse permission to use or share PHI. Refusal does not affect the care or service PHS provides the patient. The patient or patient's legal representative can withdraw permission in writing at any time.

## **PHS Notice of HIPAA Privacy Practices (continued)**

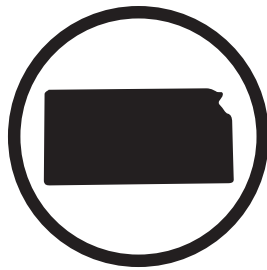
### **WHAT ARE THE PATIENT'S PRIVACY RIGHTS?**

The patient or patient's legal guardian has the following Protected Health Information (PHI) rights. The person can

- Ask that PHS not share PHI for the purposes listed earlier under "How Does PHS Use and Share Protected Health Information?". The request must identify the following:
  - The information PHS should not share
  - The person or organization with whom PHS should not share the information
  - Whether the request applies to written or spoken communication or to both. NOTE: In some cases PHS may not be able to honor the request.
- Instruct PHS to not share information about service the patient or patient's legal representative paid for out of pocket and in full.
- Identify how and where to receive PHI. Examples include telling us we should
  - Send PHI by email, surface mail, or phone.
  - Mail PHI to an address different than the primary address in the medical record.
  - Not leave health information in voice mails or with family members at phone numbers in the medical record.
- Receive a copy of the medical record, not including certain types of mental health treatment information. We send a copy of the record within 30 days of receiving a written request. We may charge a small fee for photocopying and mailing the medical record.
- Ask that we change, add, or remove information in the medical record. We respond in writing within 60 days of receiving the written request. If we agree, we forward the changed or new information to persons or organizations that use the medical record for treatment, payment, or other health care services. If we do not agree, we explain our reasons in writing. The patient or patient's legal guardian can follow the process described below to file a complaint about our decision.
- Receive details about the health information PHS shared for purposes four, five, or six listed on page one and two of this Notice of HIPAA Privacy Practices. The patient or patient's legal guardian can also request details about any loss of PHI that PHS considers not likely to cause patient harm.
- The person must send a signed hard copy letter with any of these requests to the Privacy Officer at PHS by following the process on the next page.

# PROVIDING ADVANCED, INTEGRATED SERVICES

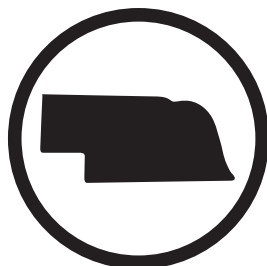
*Kansas, Missouri, and  
Nebraska*



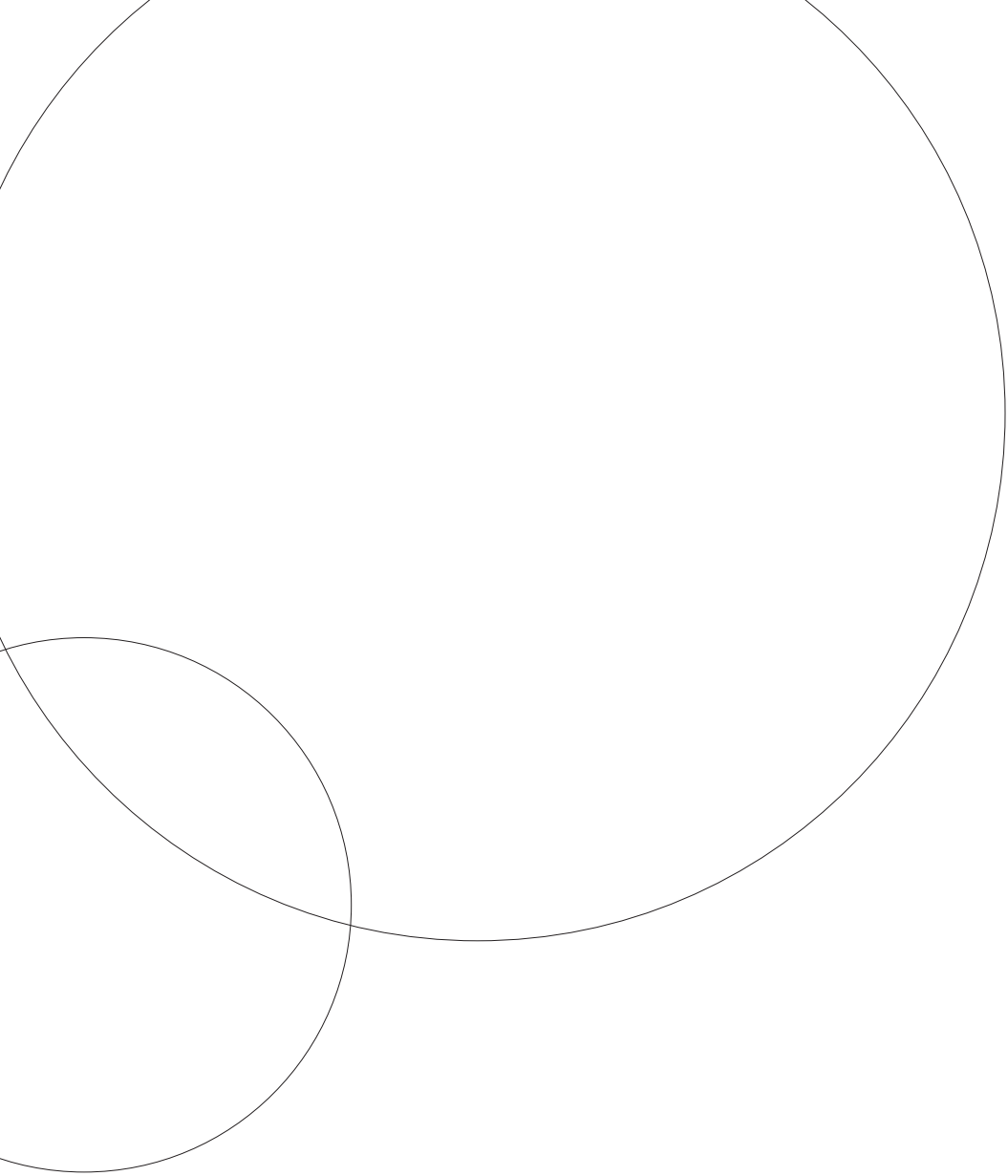
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**Missouri**



**Nebraska**

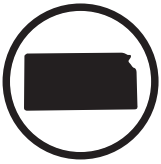




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## Hours and Locations



### ***RESPIRATORY THERAPY AND CLINICAL NUTRITION***

#### **KANSAS CITY**

11217 Johnson Drive  
Shawnee, Kansas 66203  
913-227-0440



### ***PRIVATE DUTY NURSING***

#### **CRAIG HOME CARE**

##### **(REGIONAL ADMINISTRATIVE OFFICE)**

1220 E. 1st Street N.  
PO Box 2241  
Wichita, Kansas 67201

#### **GRAND ISLAND**

1811 W. 2nd St.  
Suite 285  
Grand Island, Nebraska 68803-1751  
308-382-1884

#### **NEODESHA**

623 Main Street  
Neodesha, Kansas 66757  
620-331-6500

#### **NESS CITY**

507 S. Pennsylvania Avenue  
PO Box 443  
Ness City, Kansas 67560-1901  
785-798-4821

#### **OMAHA**

220 N. 89th St.  
Suite 202  
Omaha, Nebraska 68114  
402-502-5750

#### **ST. LOUIS**

5661 Telegraph Road  
Suite 5B  
St. Louis, Missouri 63129  
314-843-0316

#### **TOPEKA**

1601 SW Lane Street  
Suite 100  
Topeka, KS 66604  
785-232-8221

#### **WICHITA**

727 North Waco Avenue  
Suite 185  
Wichita, Kansas 67203  
316-264-9988

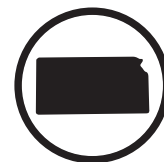
### **REGULAR BUSINESS HOURS**

Our offices are open Monday through Friday, from 8 a.m. to 5 p.m. for:

- Scheduled visits with a PHS clinician
- Supply ordering and pick-up
- Billing or insurance questions

### **AFTER REGULAR BUSINESS HOURS, WEEKENDS, AND HOLIDAYS**

During these times we are available for emergency questions about your child's PHS equipment, supplies, medicine, or services. Contact our 24-hour on-call service for a PHS clinician to return your call within 10–20 minutes.



## Kansas PHS Services

### RESPIRATORY THERAPY & DURABLE MEDICAL EQUIPMENT (LIMITED AREAS)\*

Our trained respiratory team is available 24 hours a day, seven days a week. They provide integrated and advanced respiratory support, training, and education.

### ENTERAL NUTRITION (LIMITED AREAS)\*

PHS provides specialized enteral and oral supplements including over 150 standard, semi-elemental, and elemental products.

### CLINICAL ONLINE EDUCATION

#### Written Education

- PHS written education materials help ensure family members, staff, and other health care professionals are confident caregivers.

#### Online Education

- PHS clinical online education brings our high-level training right into your home or workplace at [PHSOnlineEducation.com](https://www.pediatrichomeservice.com). With courses geared toward caring for medically complex children, participants can access education from anywhere, at any time.

### PRIVATE DUTY / HOME CARE NURSING

Our PHS nurses provide care for children in the comfort and convenience of their homes.

- Provided by RNs and LPNs
- Coordinated care with PHS's multidisciplinary health care team
- Available 24 hours a day, seven days a week
- Our licensed, trained nurses care for children in their own homes while empowering families to be confident caregivers.

### PHS DOES NOT OFFER THE FOLLOWING SERVICES IN THIS REGION:

- Physical Therapy
- Occupational Therapy
- Speech/Language Pathologist
- Hospice Care
- Home Health Aide
- Delegated tasks to unlicensed personnel
- Housekeeping or other household chores including laundry, meal preparation and shopping
- Infusion Nursing and Pharmacy

As a Pediatric Center of Excellence, we believe in the benefit of comprehensive care. Our services and teams work together to make life easier for the parents and caregivers of medically complex children. Clinical experts from each department collaborate on comprehensive care patients and are available 24 hours a day, seven days a week.

*\* Please check our website,  
<https://www.pediatrichomeservice.com>,  
for availability of all services at your location.*



## Missouri PHS Services

### RESPIRATORY THERAPY & DURABLE MEDICAL EQUIPMENT (LIMITED AREAS)\*

Our trained respiratory team is available 24 hours a day, seven days a week. They provide integrated and advanced respiratory support, training, and education.

### PRIVATE DUTY / HOME CARE NURSING

Our PHS nurses provide care for children in the comfort and convenience of their homes.

- Provided by RNs and LPNs
- Coordinated care with PHS's multidisciplinary health care team
- Available 24 hours a day, seven days a week
- Our licensed, trained nurses care for children in their own homes while empowering families to be confident caregivers.

As a Pediatric Center of Excellence, we believe in the benefit of comprehensive care. Our services and teams work together to make life easier for the parents and caregivers of medically complex children. Clinical experts from each department collaborate on comprehensive care patients and are available 24 hours a day, seven days a week.

### CLINICAL ONLINE EDUCATION

Written Education

- PHS written education materials help ensure family members, staff, and other health care professionals are confident caregivers.

Online Education

- PHS clinical online education brings our high-level training right into your home or workplace at [PHSOnlineEducation.com](https://www.pediatrichomeservice.com). With courses geared toward caring for medically complex children, participants can access education from anywhere, at any time.

### PHS DOES NOT OFFER THE FOLLOWING SERVICES IN THIS REGION:

- Physical Therapy
- Occupational Therapy
- Speech/Language Pathologist
- Hospice Care
- Home Health Aide
- Delegated tasks to unlicensed personnel
- Housekeeping or other household chores including laundry, meal preparation and shopping
- Infusion Nursing and Pharmacy
- Enteral Nutrition

*\* Please check our website, <https://www.pediatrichomeservice.com>, for availability of all services at your location.*



## Nebraska PHS Services

### PRIVATE DUTY / HOME CARE NURSING

Our PHS nurses provide care for children in the comfort and convenience of their homes.

- Provided by RNs and LPNs
- Coordinated care with PHS's multidisciplinary health care team
- Available 24 hours a day, seven days a week
- Our licensed, trained nurses care for children in their own homes while empowering families to be confident caregivers.

### CLINICAL ONLINE EDUCATION

#### Written Education

- PHS written education materials help ensure family members, staff, and other health care professionals are confident caregivers.

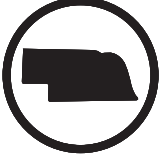
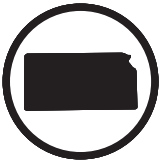
#### Online Education

- PHS clinical online education brings our high-level training right into your home or workplace at [PHSOnlineEducation.com](https://PHSOnlineEducation.com). With courses geared toward caring for medically complex children, participants can access education from anywhere, at any time.

As a Pediatric Center of Excellence, we believe in the benefit of comprehensive care. Our services and teams work together to make life easier for the parents and caregivers of medically complex children. Clinical experts from each department collaborate on comprehensive care patients and are available 24 hours a day, seven days a week.

### PHS DOES NOT OFFER THE FOLLOWING SERVICES IN THIS REGION:

- Physical Therapy
- Occupational Therapy
- Speech/Language Pathologist
- Hospice Care
- Home Health Aide
- Delegated tasks to unlicensed personnel
- Housekeeping or other household chores including laundry, meal preparation and shopping
- Infusion Nursing and Pharmacy
- Respiratory Therapy and Durable Medical Equipment
- Enteral Nutrition



## Ordering Supplies

A routine ordering schedule is key to having the supplies you need when you need them. We want to help you place your order soon enough to allow for delivery.

- Request that PHS contact you 10-12 days in advance of when you need your order
- Mark that day on your calendar in each month of the year.

We strive to deliver routine orders (items we keep in our warehouse) in three to five business days.

- Allow up to 10 business days for delivery of items we do NOT keep in our warehouse.
- You can pick up same-day orders at the office.

### OPTIONS FOR ORDERING

Use one of the following methods to place your order.

#### Phone

Call Customer Service Monday through Friday from 8 a.m. to 5 p.m.

#### Email

Arrange to send your orders by email. Call Customer Service during regular business hours to arrange.

### PREPARING YOUR ORDER

Count your supplies as close as possible to the day you place your order.

- Determine the difference at the time you prepare your order between what you have in regular stock and what you should have.
- Include in your count any supplies you used from back-up stock since your last order.
- Identify the product name or description, the item number, and the amount of product you need. Find item numbers on supply packaging, the delivery ticket, or the supply itself.

### USE-BY DATES

Packages on many supplies show the date by which you should use the item.

Routinely check the use-by dates on your regular AND back-up stock. Always use supplies with the soonest use-by dates. Never use a supply that is past its use-by date. You cannot return any item that is past its use-by date for credit or refund.



## Ordering Supplies (continued)



### TIPS FOR ORDERING

#### DETERMINE HOW MUCH YOU NEED TO ORDER

- Know the amount of each supply item your child uses in a month. With that information, you can plan how much of each item to order.
- Determine if you need additional supplies because of special circumstances. Contact your Clinician or Customer Service to discuss your supply needs.
- Limit the amount you order to what is medically necessary for your child.
- Do NOT order extra supplies if you know the doctor plans a change in the supplies your child needs.

#### PLACE YOUR ORDER IN TIME TO ALLOW DELIVERY

- Insurance requires at least 30 days between each delivery of the same item. Because of this, it is important to have a routine schedule for ordering supplies.
- Special order items may take up to 2-3 weeks for delivery.

#### REPORT CHANGES IN YOUR CHILD'S INFORMATION

Tell Customer Service or your child's Clinician as soon as possible about the following:

- Your child enters the hospital as an inpatient.
- There is a change in your child's health insurance or home address.

#### WATCH FOR YOUR ORDER

We try our best to deliver your products at the time we agreed. Please have someone available to accept the delivery.

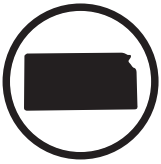
- Move your order indoors as soon as possible.
- Do not let your products freeze or overheat. You cannot return weather-damaged products for credit on your account.

#### CHECK YOUR ORDER

- Always check that your delivery exactly matches your order. Count the items and check product names.
- We bill your child's insurance for the products we send you. Call us right away if you find a mistake.

#### REPORT BROKEN OR DAMAGED PRODUCTS

- Tell us right away if you have a complaint about any of our products.
- We need the following information if a product is damaged or does not work properly:
  - Product name and part number
  - A detailed explanation of what you think is wrong with the product
  - The length of time you used the product before you noticed a problem with it
- If necessary, arrange to return the broken or damaged product to us. This allows us to determine if we can replace the item at no cost to you.



## Patient Rights and Responsibilities

### STATEMENT OF RIGHTS

A patient who receives equipment, treatment, or services from PHS has these rights:

1. Be fully informed, prior to or at the time of admission, of these rights and the patient's responsibilities.
2. Be informed, during the admission process, of services available through PHS and of any charges for services not covered by the patient's insurance company. A fee schedule will be made available to all private pay patients who request it.
3. Receive information about their illness, so that they may make informed decisions regarding their care and to participate in the development and revision of their Plan of Care.
4. Be informed about the nature and purpose of any technical procedure that will be performed, including the potential benefits and burdens, as well as who will perform the procedure.
5. Refuse treatment or services and to be informed of the medical consequences of such refusal.
6. Refuse to participate in treatment, investigational medication studies, clinical trials and/or experimental research unless patient and/or guardian gives documented, voluntary, informed consent.
7. Be treated by a health care provider of their choice, including a physician if applicable.
8. Have personal, financial, and medical information kept private, and to be advised of PHS policies and procedures regarding disclosure of such information.
9. Access to the patient's own records and written information from those records in accordance with state and federal laws.
10. Be treated with consideration, respect and full recognition of individuality, including privacy in treatment and in care of personal needs. PHS staff will respect the property of the patient.
11. Be free from physical and verbal abuse, neglect, financial exploitation, and all forms of maltreatment.
12. Have their cultural, psychosocial, spiritual, and personal values, beliefs, and preferences respected.
13. Be served by people who are properly trained and competent to perform their duties.
14. Participate in the consideration and resolution of ethical issues and conflict in care decisions that arise in their care.
15. Have an Advance Directive for medical care respected to the extent provided by law (such as living wills or the designation of a surrogate decision maker).
16. Be informed of PHS policy regarding withholding of resuscitation services and the withdrawal of life sustaining treatment.
17. Receive prompt response to all reasonable inquiries.
18. Complain to staff and others of the patient's choice about services that are provided, or fail to be provided, and the lack of courtesy or respect to the patient or the patient's property, and the right to recommend changes in policies and services, free from retaliation, including the threat of termination of services.

## Patient Rights and Responsibilities (continued)

### STATEMENT OF RIGHTS (CONTINUED)

19. Have grievances/complaints regarding treatment or services that are (or fail to be) furnished, or lack of respect for property, investigated,
20. Be informed in reasonable time of the anticipated termination of services or plans for transfer to another agency.
21. Receive all information and notices in plain language and in terms the patient can understand.
22. Receive appropriate care and service without discrimination in accordance with physician orders.
23. Be able to identify visiting personnel members through an agency-generated photo ID.
24. Be informed of any financial benefits when referred to PHS.

### STATEMENT OF PATIENT RESPONSIBILITIES

You need to partner with PHS so that the healthcare we provide is safe and effective.

As a partner, you agree to do the following:

1. Give PHS accurate information about the patient's medical treatments, medicines, and health insurance.
2. Quickly notify PHS of changes in medical condition, health insurance, doctors, or contact information.
3. Use medical equipment and supplies from PHS according to doctor's orders.
4. Notify PHS if the medical need for rental equipment ends and allow PHS access to the equipment for repair/replacement, maintenance, and/or pickup of the equipment.
5. Protect PHS rental equipment from damage and follow equipment instructions for safe handling, use, care, and cleaning.
6. Promptly report any equipment failure, malfunction, or damage to PHS.
7. Be available at scheduled times for PHS home care visits and for equipment delivery and pick-up.
8. Make timely payments for insurance deductibles and co-pays, and for products and services insurance does not cover.
9. Follow the PHS Plan of Care and tell PHS if you are unable to do so.
10. Tell PHS about risks you think might be involved with the care PHS provides.
11. Ask questions if you do not understand information you receive from PHS.
12. Treat PHS staff and property with respect.





## Medicare DMEPOS Supplier Standards

Below is an abbreviated version of the supplier standards every Medicare DMEPOS supplier must meet to obtain and retain billing privileges. These standards, in their entirety, are listed in 42 C.F.R. 424.57(c).

1. A supplier must be in compliance with all applicable federal and state licensure and regulatory requirements.
2. A supplier must provide complete and accurate information on the DMEPOS supplier application. Any changes to this information must be reported to the National Supplier Clearinghouse within 30 days.
3. An authorized individual (one whose signature is binding) must sign the enrollment application for billing privileges.
4. A supplier must fill orders from its own inventory or must contract with other companies for the purchase of items necessary to fill the order. A supplier may not contract with any entity that is currently excluded from the Medicare program, any State health care programs or from any other federal procurement or non-procurement programs.
5. A supplier must advise beneficiaries that they may rent or purchase inexpensive or routinely purchased durable medical equipment and of the purchase option for capped rental equipment.\*
6. A supplier must notify beneficiaries of warranty coverage and honor all warranties under applicable state law and repair or replace free of charge Medicare covered items that are under warranty.
7. A supplier must maintain a physical facility on an appropriate site and must maintain a visible sign with posted hours of operation. The location must be accessible to the public and staffed during posted hours of business. The location must be at least 200 square feet and contain space for storing records.
8. A supplier must permit CMS or its agents to conduct on-site inspections to ascertain the supplier's compliance with these standards.
9. A supplier must maintain a primary business telephone listed under the name of the business in a local directory or a tollfree number available through directory assistance. The exclusive use of a beeper, answering machine, answering service or cell phone during posted business hours is prohibited.
10. A supplier must have comprehensive liability insurance in the amount of at least \$300,000 that covers both the supplier's place of business and all customers and employees of the supplier. If the supplier manufactures its own items, this insurance must also cover product liability and completed operations.
11. A supplier is prohibited from direct solicitation to Medicare beneficiaries. For complete details on this prohibition see 42 CFR 424.57 (c) (11).
12. A supplier is responsible for delivery and must instruct beneficiaries on use of Medicare covered items and maintain proof of delivery and beneficiary instruction
13. A supplier must answer questions and respond to complaints of beneficiaries and maintain documentation of such contacts.

## Medicare DMEPOS Supplier Standards (continued)



14. A supplier must maintain and replace at no charge or repair directly or through a service contract with another company Medicare-covered items it has rented to beneficiaries.
15. A supplier must accept returns of substandard (less than full quality for the particular item) or unsuitable items (inappropriate for the beneficiary at the time it was fitted and rented or sold) from beneficiaries.
16. A supplier must disclose these standards to each beneficiary it supplies a Medicare-covered item.
17. A supplier must disclose any person having ownership, financial or control interest in the supplier.
18. A supplier must not convey or reassign a supplier number (i.e., the supplier may not sell or allow another entity to use its Medicare billing number).
19. A supplier must have a complaint resolution protocol established to address beneficiary complaints that relate to these standards. A record of these complaints must be maintained at the physical facility.
20. Complaint records must include the name, address, telephone number and health insurance claim number of the beneficiary; a summary of the complaint; and any actions taken to resolve it.
21. A supplier must agree to furnish CMS any information required by the Medicare statute and implementing regulations.
22. All suppliers must be accredited by a CMS-approved accreditation organization to receive and retain a supplier billing number. The accreditation must indicate the specific products and services for which the supplier is accredited in order for the supplier to receive payment of those specific products and services (except for certain exempt pharmaceuticals).
23. All suppliers must notify their accreditation organization when a new DMEPOS location is opened.
24. All supplier locations, whether owned or subcontracted, must meet the DMEPOS quality standards and be separately accredited to bill Medicare.
25. All suppliers must disclose upon enrollment all products and services, including the addition of new product lines for which they are seeking accreditation.
26. A supplier must meet the surety bond requirements specified in 42 C.F.R. 424.57(c).
27. A supplier must obtain oxygen from a state-licensed oxygen provider.
28. A supplier must maintain ordering and referring documentation consistent with provisions found in 42 C.F.R. 424.516(f).
29. A supplier is prohibited from sharing a practice location with other Medicare providers and suppliers.
30. A supplier must remain open to the public for a minimum of 30 hours per week except physicians (as defined in section 1848 (j) (3) of the Act) or physical and occupational therapists or a DMEPOS supplier working with custom made orthotics and prosthetics.

\*Although CMS has revised payment rules for capped rental items, supplier standard 5 still applies for inexpensive and routinely purchased items that do not fall into the capped rental category and applicable capped rental items (i.e. complex rehabilitative power wheelchairs and parental/enteral pumps, etc.).



## Reporting Concerns or Complaints

### OUR COMMITMENT TO YOU

PHS knows caring for a child with special medical needs can be stressful at times. We hope we reduce some of that stress by giving you high quality service. Please tell us if we fall short of this goal. Your feedback helps us improve our service.

For concerns or complaints about our services, you can

- Stop by our closest office during regular business hours.

#### **CRAIG HOME CARE (REGIONAL ADMINISTRATIVE OFFICE)**

1220 E. 1st Street N.  
PO Box 2241  
Wichita, Kansas 67201  
316-264-9990

#### **KANSAS CITY**

11217 Johnson Drive  
Shawnee, Kansas 66203  
913-227-0440

#### **GRAND ISLAND**

1811 W. 2nd St., Suite 285  
Grand Island, Nebraska 68803-1751  
308-382-1884

#### **NEODESHA**

623 Main Street  
Neodesha, Kansas 66757  
620-331-6500

#### **NESS CITY**

507 S. Pennsylvania Avenue  
PO Box 443  
Ness City, Kansas 67560-1901  
785-798-4821

#### **OMAHA**

220 N. 89th St.  
Suite 202  
Omaha, Nebraska 68114  
402-502-5750

#### **ST. LOUIS**

5661 Telegraph Road  
Suite 5B  
St. Louis, Missouri 63129  
314-843-0316

#### **TOPEKA**

1601 SW Lane Street  
Suite 100  
Topeka, KS 66604  
785-232-8221

#### **WICHITA**

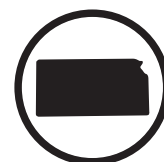
727 North Waco Avenue  
Suite 185  
Wichita, Kansas 67203  
316-264-9988

- Call us and talk with a Manager or the Vice President (V.P.) of Quality and Compliance. You can reach the V.P. of Quality and Compliance by calling 1-651-642-1825.
- Write us a letter or email any Manager or the V.P. of Quality and Compliance. Call us for email addresses.
- Report a concern or problem without our knowing who you are. Call 833-920-0001 or go to [www.lighthouse-services.com/pediatrichomeservice](http://www.lighthouse-services.com/pediatrichomeservice).
- Include a complaint or concern when responding to our patient experience survey.
- Send any comment or question by using the CONTACT US tab on the PHS website.

## Reporting Concerns or Complaints (continued)

We promise to:

- Review your concern or complaint within five calendar days of receiving it.
- Send you a response about your concern or complaint.
- Keep your concern or complaint private.
- Not punish you or the patient for any concern or complaint you express.



### ACCREDITATION COMMISSION FOR HEALTH CARE (ACHC)

At our Kansas City location, PHS is accredited by the Accreditation Commission for Health Care (ACHC), an independent, not-for-profit organization that reviews the performance of health care organizations around the country for safety and quality of care. You can report a PHS patient safety event of concern directly to ACHC.



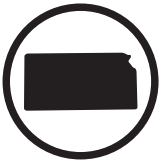
Complaints Department  
139 Weston Oaks Ct.  
Cary, NC 27513  
Telephone: 1-855-937-2242  
Website: <https://www.achc.org/contact/>

### COMMUNITY HEALTH ACCREDITATION PARTNER (CHAP)

At select locations in this region, PHS is accredited by Community Health Accreditation Partner (CHAP), a nonprofit independent organization that assesses home and community-based health care organizations across the United States to make sure they are meeting the highest standards of care. You can report a PHS patient safety event of concern directly to CHAP.



800-656-9656  
Community Health Accreditation Partner  
2300 Clarendon Boulevard, Suite 405  
Arlington, VA 22201  
<https://chapinc.org/about/contact-us/>  
[complaints@chapinc.org](mailto:complaints@chapinc.org)



## Reporting Concerns or Complaints (continued)

### REPORTING TO STATE REGULATORY OR PATIENT ADVOCACY ORGANIZATIONS

If you have a complaint about PHS or anyone providing PHS services, you may call or write any of the agencies below. Use the following licensee information if you report a concern or complaint to any of these outside agencies.

**Licensee Name:** Pediatric Home Service

**Phone:** 1-651-642-1825

**Website:** <https://www.pediatrichomeservice.com/contact-us/>

**Address:** 2800 Cleveland Ave N, Roseville, MN 55113

**PHS person to whom problem or complaint should be directed:**

Compliance and Privacy Officer

### Kansas

*For reporting suspected abuse or neglect of a child or a vulnerable adult*

KANSAS PROTECTION REPORT CENTER

- 1-800-922-5330 (24-hour toll-free hotline)

*For reporting suspected Medicaid fraud*

OFFICE OF THE MEDICAID INSPECTOR GENERAL

- 785-296-8637
- <https://ag.ks.gov/complaint-center/medicaid-inspector-general-form>

### Missouri

*For reporting suspected abuse or neglect of a child*

CHILD ABUSE & NEGLECT HOTLINE

- 1-800-392-3738 (24-hour toll-free hotline)

*For reporting suspected abuse, neglect, or exploitation of a vulnerable adult*

ADULT ABUSE & NEGLECT HOTLINE

- 1-800-392-0210 (toll-free, operates from 7 a.m. to 8 p.m. every day)

*For reporting suspected Medicaid fraud*

MISSOURI ATTORNEY GENERAL

- 1-800-286-3932 (toll free)
- <https://ago.mo.gov/criminal-division/medicaid-fraud>

### Nebraska

*For reporting suspected abuse or neglect of a child*

CHILD ABUSE AND NEGLECT HOTLINE

- 1-800-652-1999 (toll free)

*For reporting suspected abuse, neglect, or exploitation of a vulnerable adult*

ADULT PROTECTIVE SERVICES

- 1-800-652-1999 (24-hour toll-free hotline)

*For reporting suspected Medicaid fraud*

MEDICAID FRAUD AND PATIENT ABUSE UNIT

- 1-800-727-6432 (toll free)
- <https://www.nebraskatotalcare.com/providers/resources/report-fraud.html>



## Identifying an Adult Patient's Health Care Preferences

You have the right to make decisions about your health care. This includes identifying in advance health care you want or do not want if you cannot express your wishes yourself. You can do this by completing an advance directive.

For more information about advance directives, please visit

### **Kansas**

<https://www.kdhe.ks.gov/1330/Advance-Care-Planning>

### **Missouri**

<https://health.mo.gov/seniors/resources/pdf/durable-power-of-attorney-health-care-directive-hipaa-privacy-authorization.pdf>

### **Nebraska**

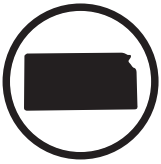
<https://dhhs.ne.gov/Medicaid%20SUA/Advance%20Directives%208.5x11.pdf>

AND/OR:

[https://dhhs.ne.gov/Behavioral%20Health%20Documents/Advance\\_Directives.pdf](https://dhhs.ne.gov/Behavioral%20Health%20Documents/Advance_Directives.pdf)

PHS follows the applicable state's laws about advance directives. We notify a patient in writing if PHS cannot follow any part of an advance directive. PHS does not change the services we offer based on whether a patient has an advance directive.





## Kansas Resources

This list is not comprehensive, but it may be a good place to start when searching for more information. Inclusion on this list does not imply endorsement by PHS.

### TTY RELAY SERVICE

Free service to help persons with hearing or speech difficulties communicate with users of standard telephones

- 711 or 1-800-766-3777
- <https://www.kansasrelay.com/>

### FAMILIES TOGETHER, INC.

Training and resources for families with special-needs children

- <https://famiestogetherinc.org/>

### FOOD ASSISTANCE PROGRAM

Food benefits and nutrition education for qualifying families

- <http://www.dcf.ks.gov/services/ees/pages/food/foodassistance.aspx>

### KANSAS COUNCIL ON DEVELOPMENTAL DISABILITIES

Advocacy group for people with developmental disabilities and their parents or guardians

- 1-877-431-4604 (toll free)
- <https://kcdd.org/about-us>

### KANCARE

Medicaid in the state of Kansas

- 1-800-792-4884 (toll free)
- <https://www.kancare.ks.gov/home>

### KANSAS DEPARTMENT FOR AGING

#### AND DISABILITY SERVICES: IN-HOME SERVICES

Resources for people with disabilities who want to live independently in their homes

- <https://kdads.ks.gov/kdads-commissions/long-term-services-supports/aging-services/aging-and-disability-resource-centers/service-information/in-home-services>

### THE KANSAS SOCIETY FOR CHILDREN WITH CHALLENGES

Financial help for families with special-needs children to receive services and medical equipment

- 1-800-624-4530
- <https://www.kssociety.org/>

### PARENTING CHILDREN WITH SPECIAL NEEDS

An online magazine published in Kansas City with articles and resources for parents of special-needs children

- <https://pcwsn.com/pcwsn-magazine/>

### WOMEN, INFANTS, AND CHILDREN (WIC) SUPPLEMENTAL NUTRITION PROGRAM

Program to help eligible pregnant women, new mothers, babies and young children eat well and stay healthy

- 785-296-1086
- <https://www.kdhe.ks.gov/1000/Nutrition-WIC-Services>



## Missouri Resources

This list is not comprehensive, but it may be a good place to start when searching for more information. Inclusion on this list does not imply endorsement by PHS.

### RELAY MISSOURI

Free service to help persons with hearing or speech difficulties communicate with users of standard telephones

- 711 or 1-800-735-2966
- <https://relaymissouri.com/relay-service/text-telephone/>

### MO HEALTHNET

Medicaid in Missouri

- 573-751-3425
- <https://mydss.mo.gov/healthcare>

### MISSOURI FAMILY TO FAMILY

Resource center for families with special healthcare needs

- 1-800-444-0821
- <https://mofamilytofamily.org/>

### MISSOURI DIVISION OF DEVELOPMENTAL DISABILITIES

Information and resources for families of children and youth with developmental disabilities

- <https://dmh.mo.gov/dev-disabilities/individual-family-guardian-info>

### SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Monthly benefit to help eligible people buy healthy food

- 1-855-373-4636
- <https://mydss.mo.gov/food-assistance>

### WOMEN, INFANTS & CHILDREN (WIC) SUPPLEMENTAL NUTRITION PROGRAM

Program to help eligible pregnant women, new mothers, babies and young children eat well and stay healthy

- 1-800-835-5465
- <https://health.mo.gov/living/families/wic/>

### UNITED 4 CHILDREN

Inclusive child care and after-school programs for children with special needs

- 1-800-467-2322 (toll free)
- <https://united4children.org/>

### MISSOURI PROTECTION & ADVOCACY SERVICES

Federally funded nonprofit law firm that serves individuals with disabilities

- 1-800-392-8667
- <http://www.moadvocacy.org/>



## Nebraska Resources

This list is not comprehensive, but it may be a good place to start when searching for more information. Inclusion on this list does not imply endorsement by PHS.

### NEBRASKA RELAY

Free service to help persons with hearing or speech difficulties communicate with users of standard telephones

- 711 or 1-800-833-7352 (TTY/Voice - 24 hours)
- <https://nebraskarelay.com/contact-us/>

### NEBRASKA MEDICAID

Health care coverage for families that qualify

- 1-855-632-7633
- <https://dhhs.ne.gov/Pages/Medicaid-Eligibility.aspx>

### PARENT TRAINING AND INFORMATION (PTI) NEBRASKA

Resources for families with disabilities and special health care needs

- 1-800-284-8520
- <https://pti-nebraska.org/>

### DISABILITY RIGHTS NEBRASKA

Protection and advocacy for people with disabilities

- 1-800-422-6691 (toll free)
- <https://www.disabilityrightsnebraska.org/>

### ALONG THE WAY

A free guide for parents of infants and children with disabilities

- <https://dhhs.ne.gov/DD%20Council%20Resources/A%20Guide%20for%20Parents%20of%20Infants,%20Toddlers,%20and%20Children%20with%20Disabilities.pdf>

### SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Monthly benefit to help eligible people buy healthy food

- 402-471-3121
- <https://dhhs.ne.gov/Pages/SNAP.aspx>

### ASSISTIVE TECHNOLOGY PARTNERSHIP (ATP)

Devices and services for Nebraskans with disabilities

- 877-713-4002
- <https://atp.nebraska.gov/>

### ANSWERS 4 FAMILIES

Resources and support for Nebraskans with special needs

- 1-800-746-8420
- <https://www.answers4families.org/>

### WOMEN, INFANTS & CHILDREN (WIC) SUPPLEMENTAL NUTRITION PROGRAM

Program to help eligible pregnant women, new mothers, babies and young children eat well and stay healthy

- 402-471-3121
- <https://dhhs.ne.gov/Pages/WIC.aspx>

## **PHS Notice of HIPAA Privacy Practices (continued)**

### **HOW DO I FILE A COMPLAINT?**

Contact the Privacy Officer at PHS with questions or concerns about patient privacy rights or PHS privacy policies. The patient or patient's legal guardian can file a complaint with the PHS Privacy Officer if the person thinks there has been a violation of PHI privacy. Contact the PHS Privacy Officer at 651-642-1825 or send a written complaint to the following address:

**PHS Privacy Officer  
Pediatric Home Service  
2800 Cleveland Avenue North, Roseville, MN 55113**

The patient or patient's legal guardian has the right to file a complaint with the United States Department of Health and Human Services—Office of Civil Rights. We cannot punish the patient in any way for filing such a complaint.

### **HOW DOES PHS NOTIFY PATIENTS OF CHANGES TO PRIVACY PRACTICES?**

This Notice of HIPAA Privacy Practices goes into effect September 1, 2013. PHS has the right to change this Notice and the PHI policies it describes. If we change the Notice of HIPAA Privacy Practices, at a minimum we do the following:

- Put the new Notice on our website ([PediatricHomeService.com](http://PediatricHomeService.com))
- Post the notice in a public area of our office

The patient or patient's legal representative can request a written copy of the new Notice of HIPAA Privacy Practices.