Greetings!

Beginning March 2015, in CIS, you will now be able to electronically refer your patient to **BVNAH Home Care / Palliative/ Hospice Care**. Here’s how:

1. Complete the Home Health Face to Face Note in CIS
   - Regardless of the patient’s insurance, this must be completed and will serve as the order
   - Go to Documentation > Add > Search “Home Health Face to Face” on the search field and select the **Home Health Face to Face Encounter** note (Does not apply to Hospice patients)
   - Use this template to select the services that your patient needs.
   - IMPORTANT: Select all that apply for the homebound reasons.
   - IMPORTANT: If this note is completed by anyone other the provider, it needs to be forwarded to the provider for signature. In Documentation, select the note, click **Forward**. Select **Sign** for Additional Forward Action. On the **To:** field, type in the provider’s name.

2. Send a message to the **Consult BVNAH Referral Pool** and use the **BVNAH Referral Request for Home Care Template**.
   - IMPORTANT: Make sure that the Home Health Face to Face is completed (Does not apply to Hospice patients)

3. BVNAH Staff will get back to you to acknowledge receipt of the referral. If they need more information, they will reply to your message or call you.