**ASK ALECC FAQ Newsletter - February 2024**

 Thursday, February 15, 2024

In this issue, we will discuss Pre and Post ADR Submissions! This issue contains a coupon code to receive a FREE downloadable copy of an Internal ADR Management Policy and Procedure, ready to implement today!

**Pre and Post ADR Submissions**

Whether we like it or not, increased and enhanced oversight has hit the industry. Depending on what State your organization resides in, also depends on the extent of that oversight.

We are often asked, "*Is there a best practice or process for an optimal submission or to be prepared?*" And of course, our response is an emphatic yes.

We firmly believe the agencies should have an Internal ADR Management Policy and Procedure in place, so they are not caught off guard when they receive an ADR. We firmly believe that an ADR submission must go in extremely organized with a checklist that reads like a roadmap for the auditor. We firmly believe that an ADR submission is a process whether pre or post payment and requires a project manager to lead within an organization for optimal submissions. We firmly believe tools are required for optimal submissions to guide the process.  We firmly believe all agencies will at one time experience an ADR or additional documentation review whether through a CERT or other form of request.

This is nothing to fear if your agency is prepared.

Having said that, ALECC has designed an Internal ADR Management Policy and Procedure to help agencies. ADR Management should become an automatic part of both a compliance and QAPI program and should not completely disrupt an organization when the request arrives.

Time to begin thinking "*How do we prepare for this*?"  Time to become a proactive agency.

I will be teaching my webinar on ADR submissions again on Feb. 22nd. Please follow the links below if interested: [Responding to an ADR: The Process & Compliant Submissions | HHWN (eewebinarnetwork.com)](https://hospice.eewebinarnetwork.com/responding-to-an-adr-the-process-compliant-submissions)

An on-demand webinar is available on setting up your Internal ADR Management Policy, Procedure and Process if you feel you need further guidance beyond the policy. Please follow the link: [ADR Management: Agency Policy & Procedures | Home Health | Hospice (eewebinarnetwork.com)](https://hospice.eewebinarnetwork.com/adr-management-agency-policy-procedures-for-enhanced-oversight)

Please follow the link below for a free Internal ADR Management Policy and Procedure: [ALECC Internal ADR Management Policy and Procedure - ALECC Inc](https://www.alecc.com/alecc-internal-adr-management-policy-and-procedure). Use code: **ADRPP** at checkout to waive the fee and receive a free copy!  To access, you will first need to create a free profile on our website, where we will hold all of your classes/resources.  To access the P&P, you will need to add to the cart and enter the coupon code to get a free copy.  Once you have made the purchase, you will need to head to your dashboard, where it will show you all of the items that are available to view/download.

We are in this together and ALECC wants to see your agency succeed when addressing ADR’s. We are continually guiding agencies through the process assisting in a variety of capacities and our tools are developed based on experience and best practices, rapid response times and organized submissions.

***~*Kathy Ahearn RN, BSN, PHN**

***Additional ADR Resources:***

* [Home Health ADR Documentation Checklist - ALECC Inc](https://www.alecc.com/home-health-adr-submission-document-checklist)
* [Home Health ADR Submission Guide Bundle - ALECC Inc](https://www.alecc.com/adr-best-practice-submission-guide-home-health)
* [Hospice ADR Documentation Checklist - ALECC Inc](https://www.alecc.com/hospice-adr-checklist-and-submission-guide)
* [Hospice ADR Submission Guide Bundle - ALECC Inc](https://www.alecc.com/adr-checklist-bundle)

*----------------------------------------------------------------------------------------------------------------------------------------------*

*If you would like to submit a question for consideration to be featured in an ASK ALECC newsletter, please click on the link below to submit a question.*

[*ASK ALECC Question Form*](https://www.alecc.com/ask-alecc)