

## **VA Fact Sheet for Hospice Partners**

### **Tips for Use**

This VA Fact Sheet for Hospice Partners (next page) has been designed to help VA Hospice and Palliative Care staff identify key information that can be shared with community partners to improve the transitions of Veterans' care across settings. It can be modified to meet local needs and there may be benefit in completing the information in collaboration with key stakeholders in VA and your community partners.

Here are some tips to consider when completing the VA Fact Sheet for Hospice Partners:

- Modify the form to fit local needs.
- Always get the permission of anyone whose contact information will appear on the form.
- Engage your Public Affairs Officer before (for permission), during (for input) and after (for dissemination in compliance with VA policy) completing the form.
- Share the form with your community partners with guidance from your PAO.
- Review the form regularly and revise as needed, indicating date revised in the footer.

## VA Fact Sheet for Hospice Partners

<b>Name of VAMC, address, main phone number, web site, [website URL for HPC services]:</b>
<b>Name and contact for Regional (VISN) office:</b>
<b>Palliative care contact and alternate: name, title, phone number; fax; email:</b>
<b>After hours contact:</b>
<b>Service area covered by VA:</b>
<b>Brief description of palliative and hospice care program: (Hospice unit, palliative care consult team, palliative care outpatient clinics):</b>
<b>Process for expedited enrollment and approval of VA-paid hospice services: [Include the name and contact information and a brief description of the process]:</b>
<ul style="list-style-type: none"><li>• Name and contact information for approval of VA paid hospice:</li></ul>
<ul style="list-style-type: none"><li>• Name and number for person who approves changes in hospice levels of care:</li></ul>
<ul style="list-style-type: none"><li>• Name and number to contact for Veteran admission to VA inpatient hospice unit:</li></ul>
<b>Death notification requirement:</b>
<b>Business office contact for reimbursement and billing issues:</b>
<b>Decedent Affairs Officer:</b>
<b>PTSD resource: name, title, phone number:</b>
<b>Homeless coordinator: name, title, phone number:</b>
<b>Vet Center: location, name, title, phone number:</b>
<b>RESOURCES:</b> National Suicide prevention Lifeline: 1-800-273-TALK National Cemetery information: <a href="http://www.cem.va.gov/">www.cem.va.gov/</a> Death and Burial benefits <a href="http://www.cem.va.gov/bbene/benvba.asp">www.cem.va.gov/bbene/benvba.asp</a> Military discharge information: <a href="http://www.vba.va.gov/vba/benefits/offices.asp">www.vba.va.gov/vba/benefits/offices.asp</a> We Honor Veterans: <a href="http://www.wehonorveterans.org">www.wehonorveterans.org</a>