

MAK HEALTHCARE INC
Client /Family Responsibilities

The admitting nurse, under the direction of a physician, is responsible for:

- 1) Determining that the client's clinical needs can be met at home.
- 2) Developing the plan of care in conjunction with the client/family.

Client/Family will be responsible for:

- 1) Providing a supportive environment for the client and staff.
- 2) Notifying agency when client is unavailable for the agreed upon times.
- 3) Supplying agency with an accurate and complete client medical history.
- 4) Following the Care Plan as written.
- 5) Notifying agency if Care Plan instructions are unclear or difficult to follow.
- 6) Treating all staff respectfully.
- 7) Providing a safe living environment for the client and staff. This includes:
 - No accessible or visible weapons. All weapons must be locked and guns must be stored unloaded.
 - No verbal abuse or threats
 - No harassment (including comments or sexual innuendos)
- 8) Notifying agency if client/family member has a contagious illness **before** staff arrive. Contagious illnesses include: measles, flu, chicken pox, etc.
- 9) Caring for the client if agency is unable to provide staff because of unforeseen illnesses (client's or staff's), inclement weather, other emergencies, or repeated non-acceptance of staff.
- 10) Providing reliable and insured vehicle (or compensation for costs related to staff-provided vehicle) when transportation is in client's authorized care plan.
- 11) Securing client's personal belongings and financial resources. All staff are expected to treat clients' homes/belongings respectfully.

To help ensure the safety of client's belongings, client/family:

- _____ Will secure money and valuable property
- _____ Will not give or loan any personal property to staff
- _____ Will not provide staff with access to client's valuable personal belongings, cash, financial information, checks, cash cards, etc (unless specifically included in the care plan)
- _____ Will report all suspected theft or damage claims to agency for a thorough investigation

NOTE: Staff is **not allowed** to:

- _____ Accept additional compensation – including tips, gift cards, or other gifts
- _____ Remove or borrow items from a client's home
- _____ Take responsibility for client's financial resources unless it is specified in the care plan
- _____ Provide services or take care of people who are not listed in the care plan.

Agency will not be held liable if client/family voluntarily gave employee access or did not take reasonable efforts to secure the item(s). _____

Agency will not be held liable for accidental damage to client/family's personal property. _____

Client/Family will accept personal responsibility for paying all charges for services accepted by client which are not covered by your insurance. _____

Client/Authorized Person Signature

Date

Time :

Admitting Nurse Signature

Date

Time: