



The Home Care Administrators Field Guide

Beacon Health, HCPro, Paula Long RN CHCE

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***The Homecare Administrator's Field Guide* is the must-have resource for new and veteran homecare administrators. This book provides a strategic breakdown of the organizational structure of a homecare agency and explains the administrator's role in operations, human resources, financial management, and regulatory compliance.**

Written by Beacon Health's homecare and hospice regulatory specialist **Paula Long, RN, CHCE**, this one-stop guide helps you save time by covering in a clear and concise way all of the duties and responsibilities of home health administrators.

This book will help you:

- Comply with homecare regulations and Medicare reimbursement guidelines through easy-to-understand descriptions and analysis
- Find the office staffing level that best fits your agency's needs
- Save time and increase productivity with chapters exclusively devoted to supervising and training staff more efficiently
- Increase referrals and generate business by implementing a management system that ensures quality and patient satisfaction
- Develop financial savvy and confidence to effectively manage budget responsibilities

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