



## How to Request VNA Services

**Phone:** (518) 489-2681    **Intake fax:** (518) 489-2532

**Intake Hours:** 8 am – 5 pm, Monday through Friday

7:30 am – 4:00 pm Saturday

7:30 am – 12 noon Sunday

**To initiate a referral please fax the following patient information to Intake:**

- Completed VNA referral form (signed by MD or DO)
- Patient demographic information including:
  - insurance information
  - current address/phone number
- Current diagnosis list (**this must have a physician signature on it**)
- Most recent visit notes to summarize patient's current status
- Current medication list
- List of services you are requesting with orders outlining the purpose for each service
- Face to Face form for ALL MEDICARE PATIENTS** (may serve as an order form for home health orders)
- Name and contact information of person sending referral

### **SPECIFIC SERVICES:**

- If diabetic – include parameters
- If wound care – include orders and wound measurements
- Other: \_\_\_\_\_

**If you have any questions or needs for assistance in completing a referral, please contact our Intake Department, they will be happy to assist you.**

- Upon receipt of referral, VNA will contact the patient to set up the first appointment.
- After the first appointment, VNA will fax Form 485 to your office. It is necessary that this form be signed by the physician and faxed back to the VNA at (518) 489-2532 to commence care and meet New York State regulations.