

REGISTRY TOOL KIT

The Moore Registry is a private caregiver referral registry in North Carolina. The following tools have been designed for our use and may be purchased by others in a template format. Each state has different laws that may apply to the registry model and a local attorney should be consulted. NC does not currently license registries.

Client Kit

- Notice of Privacy Practices per HIPPA regulations (example and link to resource)
- Client consent for Purposes of Healthcare Operations (example and link to resource)
- Release of Information and Authorization for Advisory Services (used with Care Management)
- Consent for Release of Information
- Agreement for Care Provider Referral Services
- Client Grievance Policy and Procedures
- Client Data Profile (intake form)
- Client Update/ Request Form (for scheduling purposes)
- Grievance Form (to address complaints about the referral service)
- Client Referral Request Form (documents client request for a referral)
- Holiday Acceptance Form (documents client directive on holiday pay to provider)

Vendor Kit (care provider)

- Cover letter to Vendor
- Example Vendor Contact Book
- Appearance Release (used for marketing purposes)
- Vendor Data/ Profile (intake form)
- Vendor Reference Form
- 5yr Employment Validation Form
- Example of background check utilized (Hirease)
- Vendor Emergency Preparedness Plan
- Agreement for Referral Services (contract)
- Disclosure Statement
- W-9, I-9, SS-4 (government forms)
- Vendor File Check List (for use with new care providers)
- Vendor Interview Notes (to document face to face interview)
- Vendor Daily Note
- Vendor Cover Page
- Vendor Availability Monthly Request (for scheduling)
- Vendor Grievance Policy and Procedure
- HIPPA/ Notice of Privacy Practices Policy w/ Vendor receipt (example and link to resource)