

Worksheet: Questions To Ask Before Hiring a Care Provider



Before signing an agreement for home health care or geriatric care management, get as much information as you can about the services, fees, terms, and restrictions. You can use this worksheet to help you collect information about each service you're considering.

Name of service provider: _____

Contact person: _____ **Date:** _____

1	Is your service licensed and accredited by the state or local government and/or a professional association?	
2	How long have you been providing care management services?	
3	What are your fees? Will you provide information on fees in writing prior to starting services?	
4	What is included and not included in your services?	
5	How many days per week and hours per day will a care provider come to my home?	
6	Is there a minimum number of hours required?	

7	Will it be the same provider each time?	
8	How do you check the background and experience of your care providers? Can you provide references?	
9	How do you train your care providers?	
10	Are you available for emergencies around the clock? What types of emergency care can you provide?	
11	How will you communicate information to me?	
12	Who do I contact if there is a problem?	
13	If I wish to discontinue services, how much notice do you require?	
14	Other questions to ask:	

Notes

