

## Home Care Agency Registration Guidance

Home Care agencies should register their business with the Bermuda Health Council if they wish to be reimbursed for claims under Future Care or HIP policy. To register [click here](#).

During the application process agencies must provide:

- A service listing
- A full employee listing
- [A Signed Agreement of Compliance](#)

The Agency will be responsible for the following:

- 1) Ensuring all employees are eligible to provide care according to the caregiver registration requirements (listed below in the employees section of this document).
- 2) Maintaining copies of up to date employee documents on file for immediate access that must be presented in event of an audit (these may be paper or electronic copies).
- 3) Ensuring that any employee work permits are be current, state the employee is employed by the agency, and the agency must have a copy on file.
- 4) Ensuring nursing associates or registered nurses have current Bermuda Nursing Council registration to practice and receive reimbursement for home care services.
- 5) Ensuring all caregiving staff are registered independently and can complete their registration via <https://helpingservices.bm/register/>. Information on how to register can be found via <https://bhec.bm/home-care-provider-registrations/>.

### Employees

The Agency is responsible for ensuring the employee is eligible to provide care according to the caregiver registration requirements. Caregivers should be independently registered through [www.helpingservices.bm](http://www.helpingservices.bm). See the FAQ page for details on individual registration requirements for caregivers. <https://helpingservices.bm/registration-process-2/>

The following documents should be held on file for all agency staff/consultants/contractors.

<b>1. Screening questions and Declarative Statement</b>	Each employee should complete this form. <a href="#">Click here</a>
<b>2. Medical Certificate</b>	<a href="#">Click here</a> for medical certificate template
<b>3. Copy of Photo ID</b>	Each employee
<b>4. Criminal Record check</b>	Must be of the past 7 years – by BDA Police Service or Magistrate Court– issued within the last 12 months
<b>5. Work permit/spousal letter</b> Copy of work permit, spousal letter or PRC. (if applicable)	For work permit holders- a copy of the work permit is required that identifies the: <ul style="list-style-type: none"> <li>• Employer as either the person/family receiving the care, or the home care agency,</li> <li>• Role of the care provider,</li> <li>• Date of issue and expiration.</li> </ul>