

**§418.100(b) Standard: Governing body and administrator.**

**A governing body (or designated persons so functioning) assumes full legal authority and responsibility for the management of the hospice, the provision of all hospice services, its fiscal operations, and continuous quality assessment and performance improvement. A qualified administrator appointed by and reporting to the governing body is responsible for the day-to-day operation of the hospice. The administrator must be a hospice employee and possess education and experience required by the hospice's governing body.**

**Interpretive Guidelines §418.100(b)**

If the hospice is part of a larger organization (e.g., HHA, hospital) and the governing body is the same, there must be documented evidence that the governing body is assuming full authority and responsibility for the management of the hospice and reviews and addresses the functioning of specific hospice operations, services and QAPI program.

If the administrator is not available to fulfill his or her assigned duties and responsibilities, the hospice must identify another individual to assume those assigned duties and responsibilities in accordance with the hospice's established policies and procedures. The governing body must assume responsibility for ensuring that the hospice is managed by the administrator and any managers that the administrator appoints.

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