HOSPICE CLINICIAN FLOW CHART

April 2022

Employee Schedule

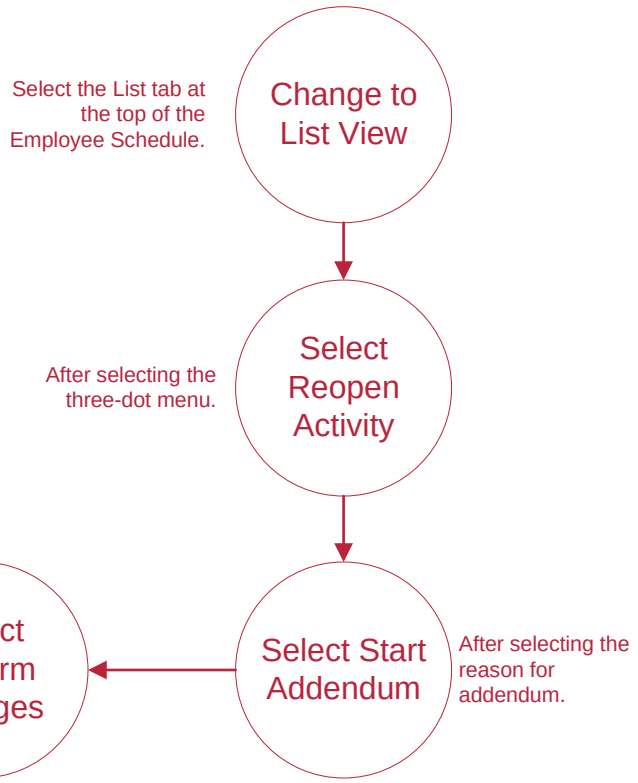
Add Infection Report

Schedule/Employee Schedule/Infection Reports

Add Non-Patient Activity

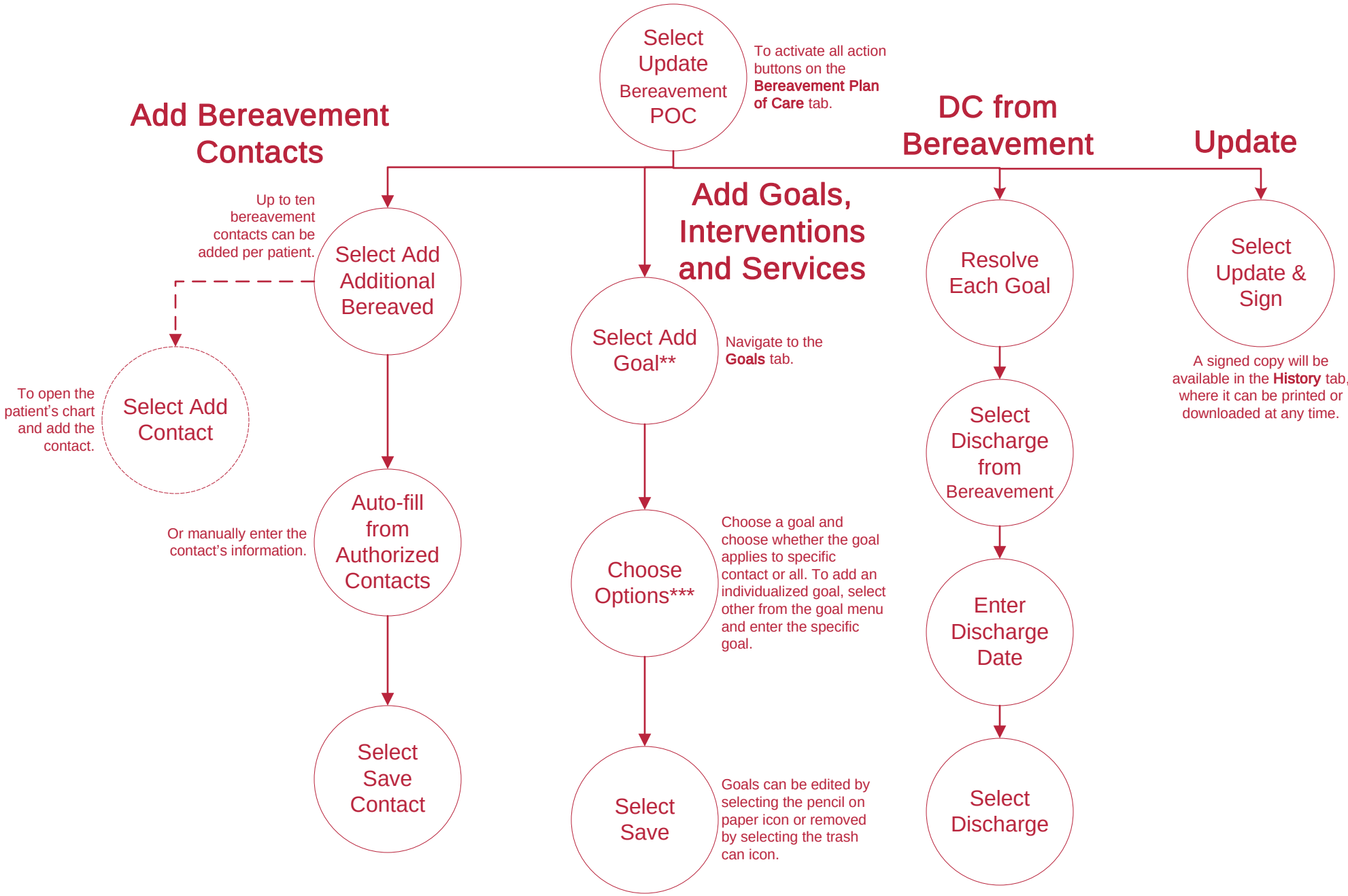
Schedule/Employee Schedule/Non-Patient Activity

Edit NPA



Complete NPA

Bereavement*



*Permissions Based. **Follow the same functionality for adding interventions and services done in their respective tabs.***A resolved date and resolved reason can be documented as each bereaved individual moves through the bereavement process.

Writing Orders

Add New Order

Schedule/Patient Schedule
Schedule/Employee Schedule
Patients/Patient Charts

Select Add Task → Add Task → Enter Order Information → Choose Order Type → Select Complete

Choose the physician order task, enter patient's/employee's name and date. Optional: repeat, shift length/time and on-call visit designation. Select **Save Task** to complete or **Save Task & Add Another** for more orders.

Confirm/enter physician (copy to), date, time, effective date, whether no signature required or do not send and summary/title.

Medication, plan of care, frequency, level of care, diagnoses, supplies, DME, activity, diet and other. Enter details and optional check box for order read back and verified.

Or select **Save** to keep progress.

Add Medication

Select Add Medication → Enter Details → Select Save Medication

Enter medication name, classification, dosage, route and frequency. Then enter start date (discontinue optional), indication and administered by. Also indicate whether covered by hospice.

Or select **Save & Add Another** for more medications.

Discontinue or Make Updates

See Hospice Clinician Manual or Quick Reference Guide for details including Adding an Order Set, Interactions, Sign Medication Profile, Dispensing and Refill.

POC Update

Select Update → Select Add Problem(s) → Select Add → Select Goal Checkboxes → Select Intervention Checkboxes → Select Complete

Each goal will now have a drop-down menu selection to update the status of each goal.

Search for a problem area by beginning to type the name or select the drop-down arrow to view all.

Users taken to POC Orders screen.

Select the Problem Statement checkbox and confirm the text is applicable. Select applicable goal(s) checkboxes. Make edits to the text and choose a goal length.

Then select the applicable intervention(s) checkboxes. Make edits to the text and choose which discipline to assign to (can choose multiple).

Frequencies

Select Add Visit Frequency → Enter Details → Select Save Frequency

Choose the BP, start date, discipline, visit frequency and whether frequency is PRN.

Or select **Save & Add Another** for additional frequencies.

Discontinue

Select the **Discontinue** hyperlink, enter the discontinue date and then select **Discontinue Frequency**.

Diet

Enter Diet Order

Enter the diet consistency, therapeutic diet order and fluid orders if thickened or restricted in free text field.

Level of Care

Choose LOC

Select the Routine, Continuous Care, GIP or Respite bullet.

Diagnoses*

Select Add Diagnosis → Enter Details → Select Add → Select Save

Also options to edit, resolve, make primary or move order.

Enter ICD-10 code or diagnosis description and start date. Choose whether related.

Then select **Return to Order**.

Activity

Choose Activity

Select the bed rest, up with assistance, up as tolerated, independent or other bullet.

Supplies/DME*

Start Typing Supply/ DME → Enter Details → Select Save

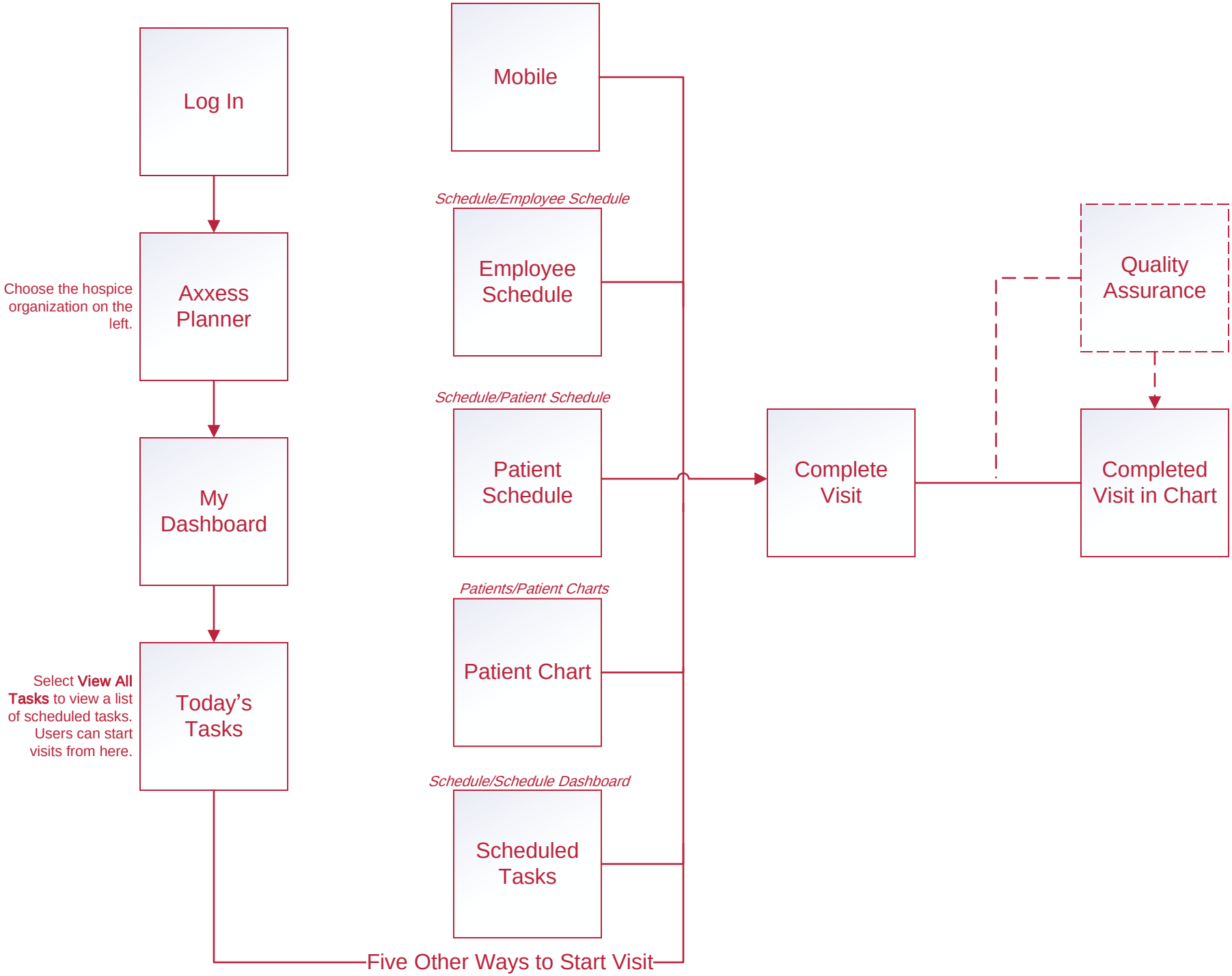
Choose Supply/DME from the drop-down list. Also option to edit previously added.

Choose relatedness, enter start date and end date. DME indicate whether infusion pump. Supplies indicate whether formulary.

Then select **Return to Order**.

*Found in the patient profile.

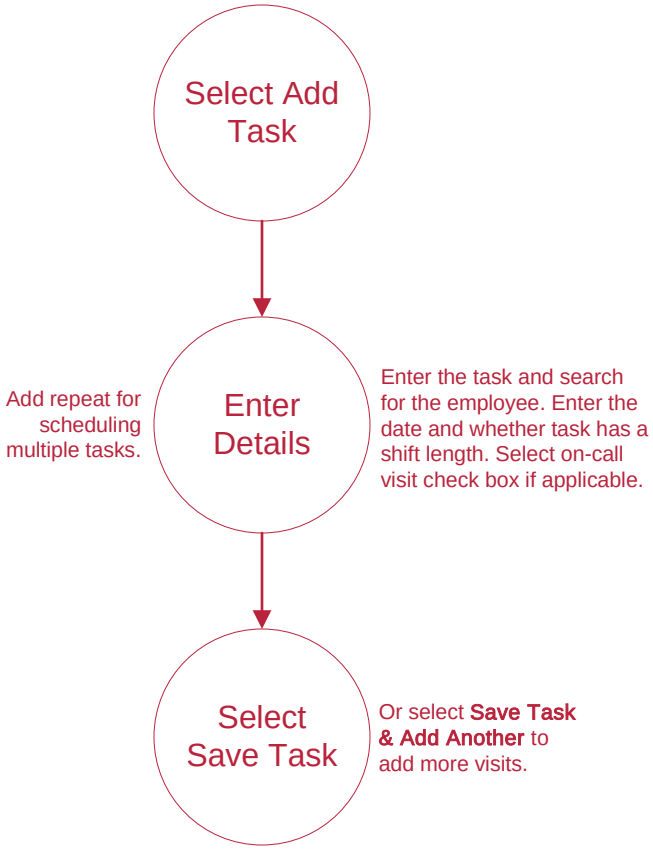
Completing Visit



Scheduling Tasks*

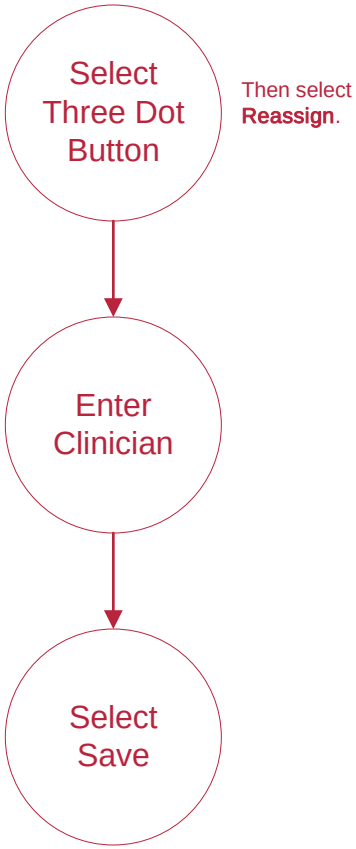
Schedule Single Task

Schedule/Employee Schedule
Schedule/Patient Schedule



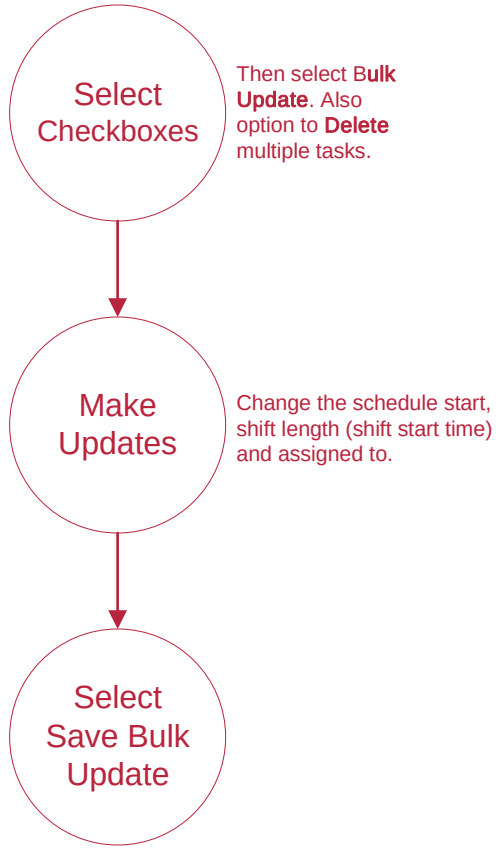
Reassign Single Task

Schedule/Employee Schedule/List
Schedule/Patient Schedule/List



Reassign Multiple Tasks

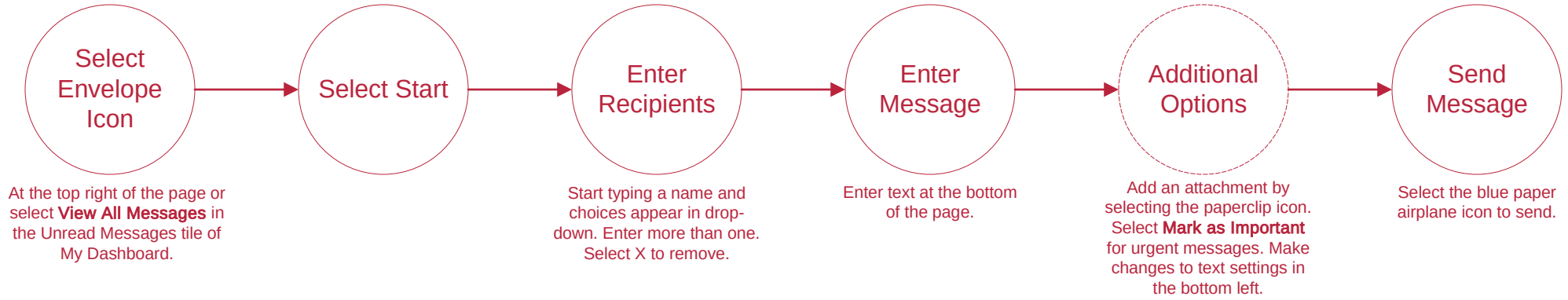
Schedule/Employee Schedule/List
Schedule/Patient Schedule/List



*Permissions Based

Messaging

Send Internal Message

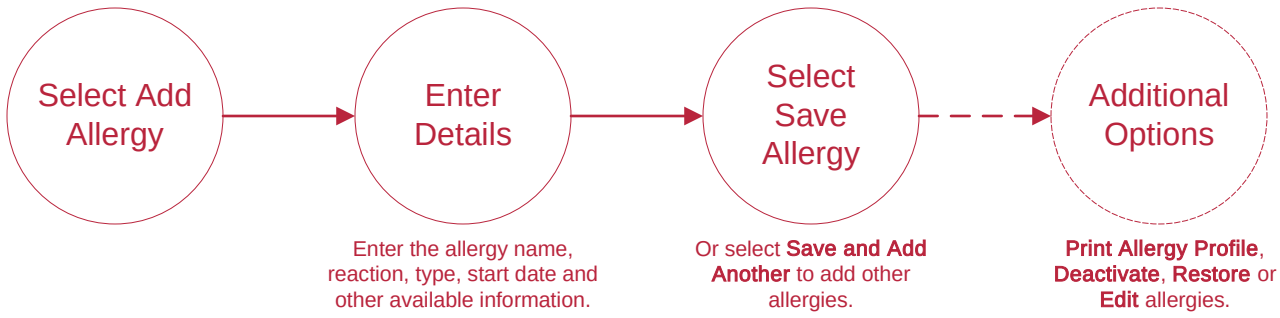


Quick Links

Patients/Patient Charts/Quick Links

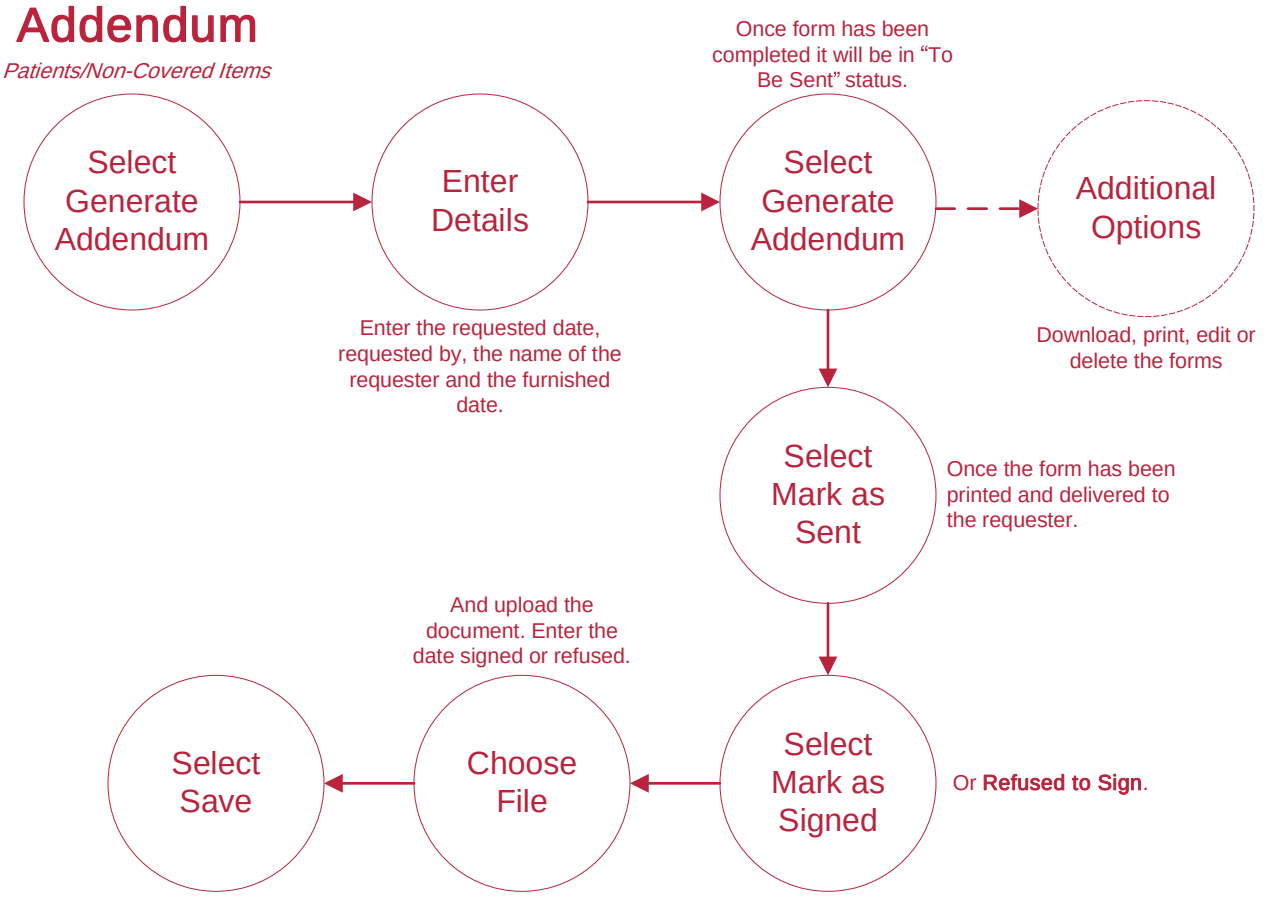
Add an Allergy

Patients/Allergy



Add Addendum

Patients/Non-Covered Items

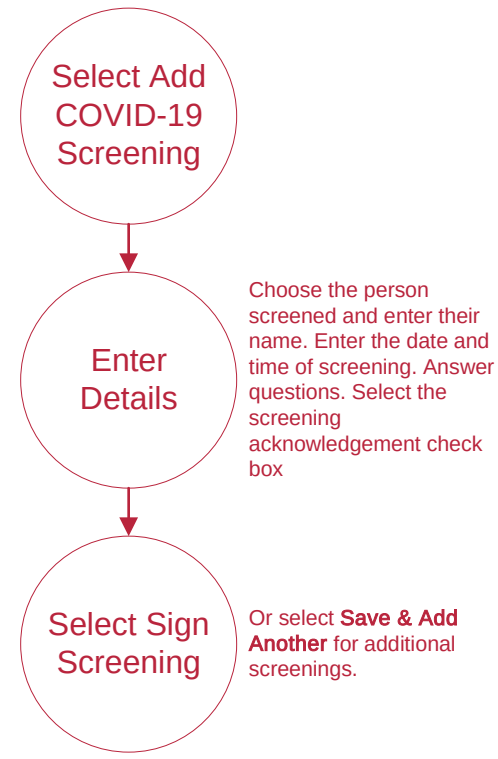


Diagnosis

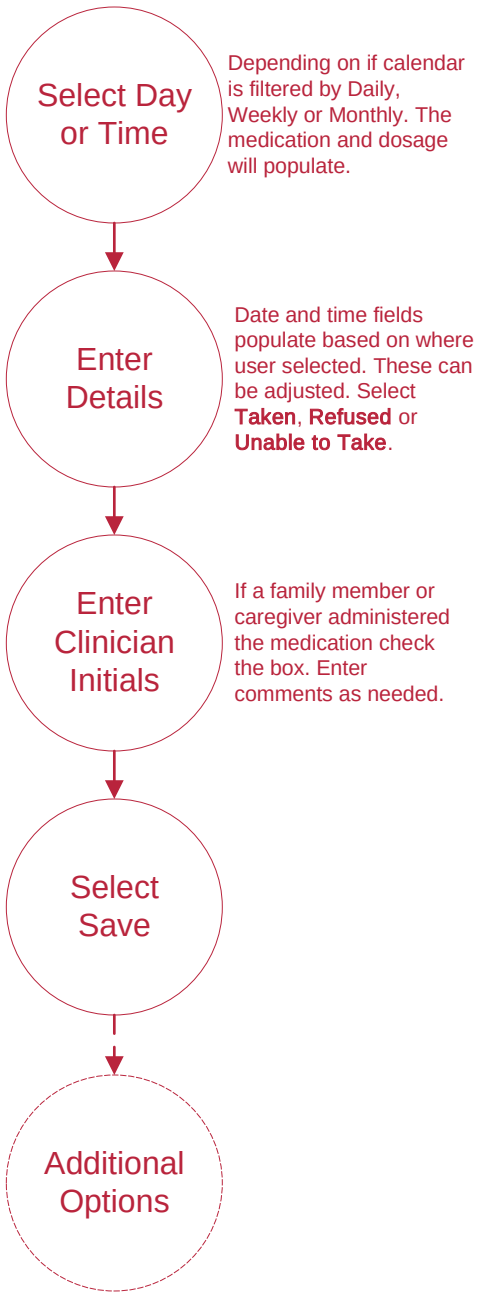
Patients/Diagnosis

Add COVID Screening

Patients/Infectious Disease

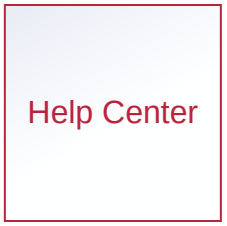


Document eMAR



Help Center Process

Help/Help Center



This center will provide step-by-step instruction on areas of the software, as well as instructional videos.