

HOSPICE CLINICIAN TRAINING MANUAL

May 2023

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LOGGING IN

Go to www.axxess.com and select **LOGIN**, located in the upper right-hand corner.



Enter the username and password then select **Secure Login**.

A screenshot of the Axxess login form. At the top is the Axxess logo. Below it is a text input field containing the email address 'cpierson@axxess.com'. Underneath is a password input field with a green border and a masked password '*****'. A large red button labeled 'Secure Login' is positioned below the password field. At the bottom of the form, there is a small, faint link that reads 'Having trouble logging in?'.

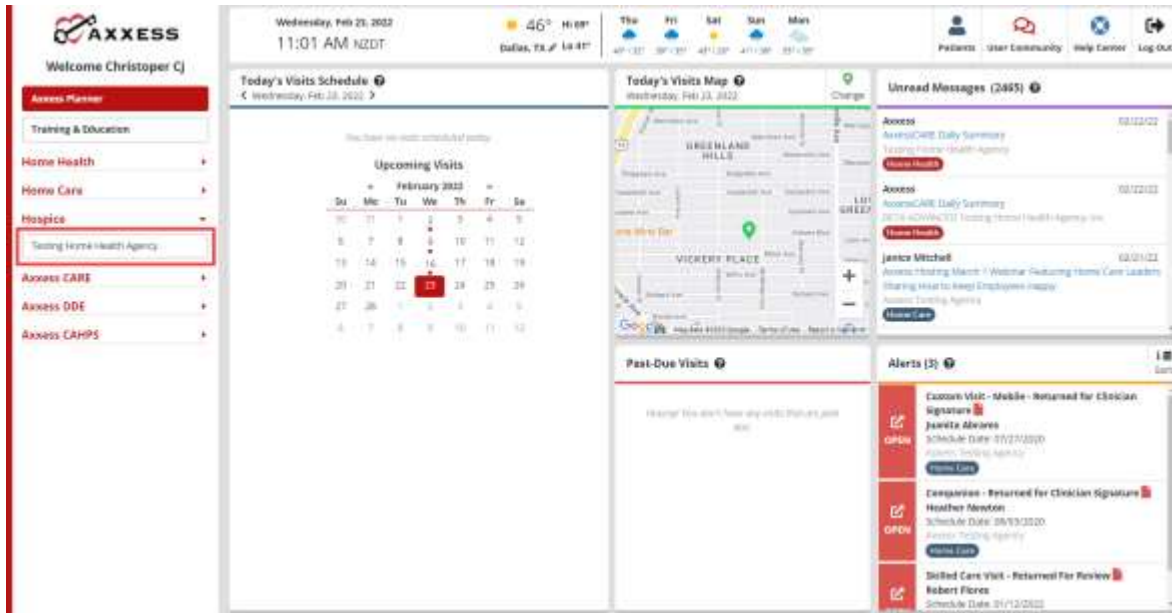
The username is the email address assigned to the user's account when it was created. The password was created by the user from a link that was sent to this email address. This password will also be the user's electronic signature.

If the user forgets their password, select the **Having trouble logging in?** hyperlink and a link will be sent to this email address. Here the user can reset their password, however, the electronic signature will remain the same. After the correct username and password are entered, the following message will display:



Select **OK** and the user will see the Axxess Planner.

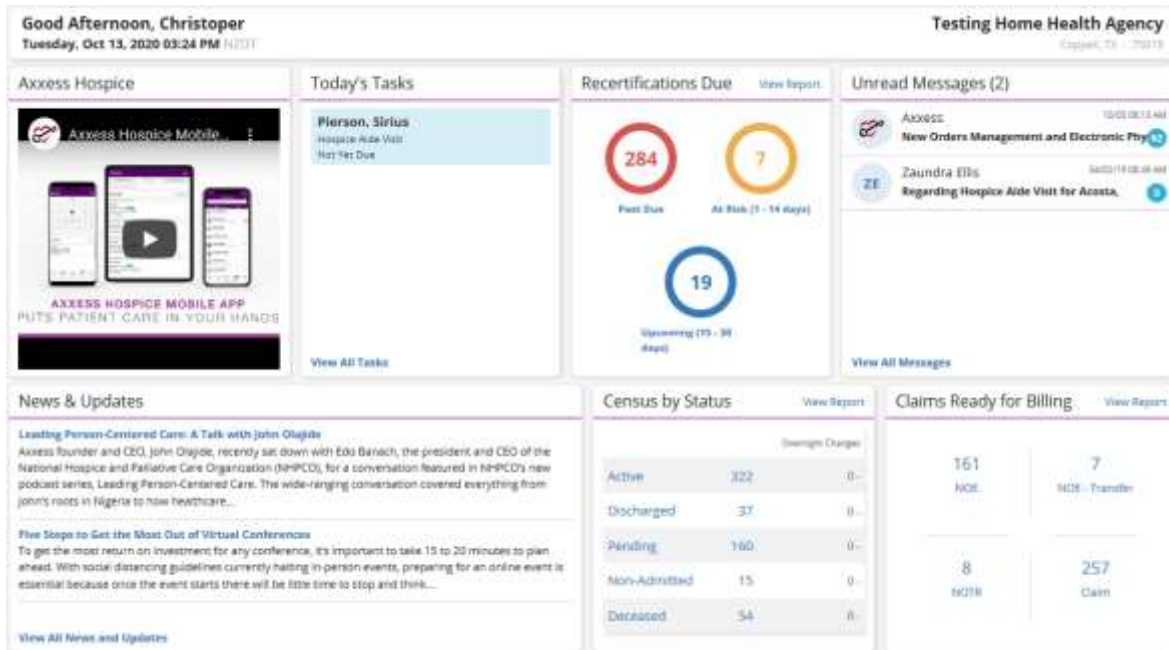
AXXESS PLANNER



On the left-hand side of the screen is a list of organizations that the user works with, as well all the products to which their organization is subscribed, select the organization listed under hospice to move forward.

DASHBOARD

The **Dashboard** opens upon log in. Filter for branches (if more than one) by selecting the drop-down menu. Below are the eight tiles that will appear:



Good Afternoon, Christopher
Tuesday, Oct 13, 2020 03:24 PM (UTC)

Testing Home Health Agency
Coppell, TX - 75019

AXXESS Hospice

Today's Tasks

Recertifications Due [View Report](#)

Unread Messages (2)

News & Updates

Census by Status [View Report](#)

Claims Ready for Billing [View Report](#)

| Status | Count | Change |
|--------------|-------|--------|
| Active | 322 | 0 |
| Discharged | 37 | 0 |
| Pending | 160 | 0 |
| Non-Admitted | 15 | 0 |
| Deceased | 54 | 0 |

| Claim Type | Count |
|------------|-------|
| HC | 161 |
| Transfer | 7 |
| HC | 8 |
| Claim | 257 |

1. Welcome Panel - Displays the user's name, date, organization name and location of the organization.
2. Video - Built-in educational videos uploaded by Axxess.
3. Today's Tasks - Displays the user's daily scheduled tasks. This list is sorted by day and visits distinguished by Scheduled (blue), Completed (green) and Missed (red). There is a hyperlink to **View All Tasks**.
4. Recertifications Due - Shows a visual representation of Recertifications that are Past Due, At Risk and Upcoming. Selecting a circle will take the user to a list of those patients.
5. Unread Messages - This tile shows all unread messages. Users are linked to the messages that are showing and a hyperlink to **View All Messages**, which takes the user to the Message Center.
6. News & Updates - This shows links to Axxess-generated blog posts, educational articles, regulatory updates and other important information.
7. Census by Status - Shows the current active census by status and changes overnight. Selecting the status number will take the user to a list of patients filtered for that status.

NOTE: Focus for clinician should be on active, discharge, deceased, and admission changes.


8. Claims Ready for Billing - Shows claims that are ready but not yet sent. Selecting the type of claim will take the user to a list of the claims ready for billing of that type.

Today's Tasks

Select the **View All Tasks** hyperlink in the bottom left corner of the tile to view the entire list of scheduled tasks.



The top of the page will show the user's name and email address tied to the account and a hyperlink to **View People Center** or a button to **Manage Documents**. The top left of the page allows for the filtering of employees. Filter by search for a specific employee, branch, status, employee type or team to narrow results. Users can also scroll down the list of employees.



The default view for the Employee Schedule is 14 days. The calendar can be viewed as 14 days or by month. Toggle through days and months by selecting the < or > arrow with the date being shown in between them. Today's date will have a black circle around the number. Select the **Add Task** button to add a task. View the list of missed visits in the schedule by selecting the **List** view tab.

The **List** view has options to delete, update, download, print or view details of the tasks.

Visits are distinguished by the following colors:

Blue = Scheduled

Green = Completed

Red = Missed

Orange = Returned for review or submitted pending co-signature

Infection Reports

The **Infection Reports** tab of the Employee Schedule has the same navigation functionality as the **Tasks** tab, except instead of adding tasks, users can add infection reports.



Select the **Add Infection Report** button in the top right corner of the screen. Complete the required fields and select **Save Report**, **Save & Open Report**, **Save & Add Another** or **Cancel**. These can also be added during assessments and in the list menu under **Infection Log**.

Add Infection Report

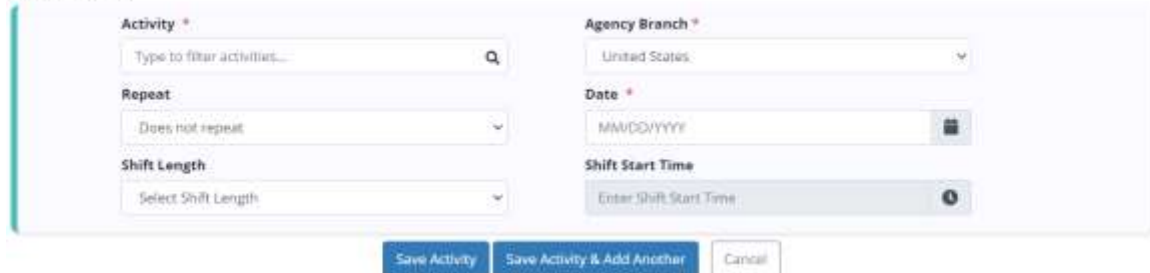
Patient *

Infection Date * ⓘ **Created Date * ⓘ**

Non-Patient Activity

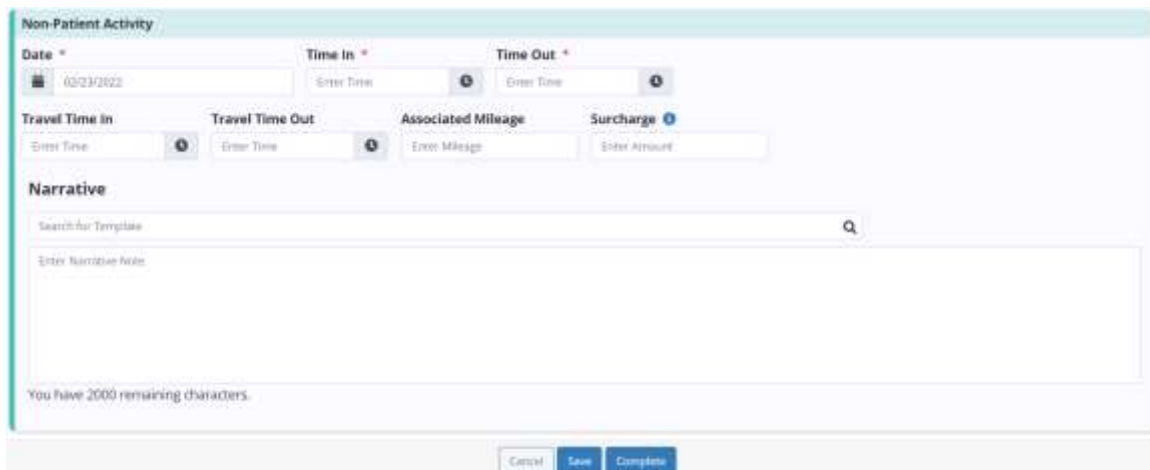
The **Non-Patient Activity** tab of the Employee Schedule has the same navigation functionality as the **Tasks** tab, except instead of adding tasks, users can add non-patient activity.

Add Activity



Select the **Add Activity** button in the top right corner of the screen. Start writing the name of the activity and then choose the activity. Select the agency branch (if more than one). Choose if the activity is repeated and the date. If applicable, enter the shift length and shift start time. When finished, select **Save Activity** to complete, **Save Activity & Add Another** to complete and fill in another blank activity form or **Cancel**.

Once a non-patient activity has been scheduled, it will appear on the **Non-Patient Activity** tab in the employee's schedule. Select the activity to begin documenting the activity details. When the form opens, fill out the required details for the activity. Select **Complete** to finalize any changes or select **Save** to save progress and return later to complete the document. Select **Cancel** to cancel any changes and return to the employee schedule



Non-patient activity can be edited by selecting the three-dot menu in the calendar list view and selecting **Reopen Activity**. Select a reason next to reason for addendum and select **Start Addendum**. If the activity has been exported to payroll, only the narrative section can be edited. Once the appropriate changes are made, select **Save** or **Confirm Changes**. When a user has made an error on a non-patient activity, the activity can be deleted if it has not been exported to payroll.

Bereavement Services

Once bereavement services are scheduled to a user, they will see the services that need to be completed on the **Bereavement Services** tab of the **Employee Schedule** screen.

| Service | Status | Schedule Date | Patient | Bereaved |
|------------------------|-----------------|---------------|------------------|----------|
| Bereavement Assessment | Not Yet Started | 03/13/2023 | Abbott Alexander | All |

1 total results Show 10 entries

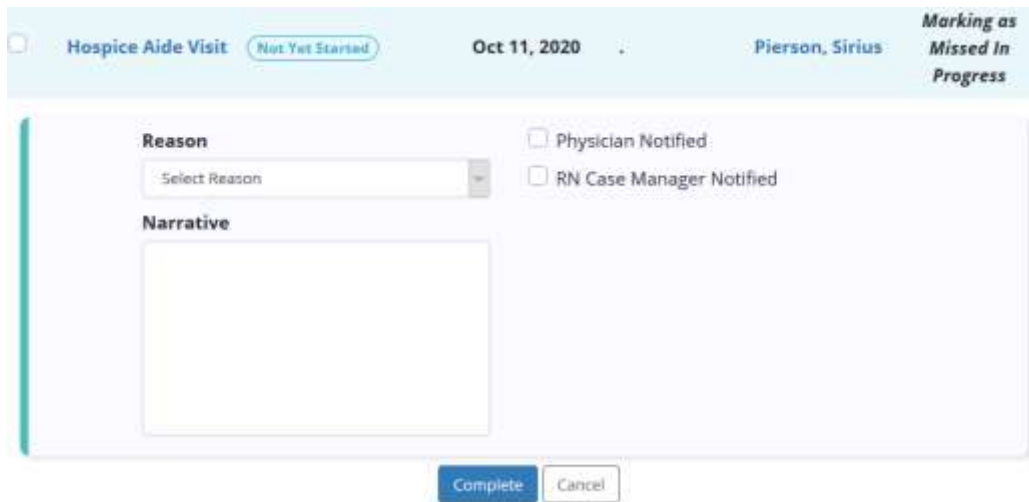
The following information for each bereavement service appears on the **Bereavement Services** tab: Service, status, schedule date, patient and bereaved. Volunteers with bereavement services assigned to them will also see a **Bereavement Services** tab on the **Employee Schedule** screen.

Missed Visit

Mark visits as missed in the Patient Schedule if they are scheduled either prior to or on the current date. Select the red sticky note icon.

Hospice Aide Visit Not Yet Started Oct 11, 2020 Pierson, Sirius     

Choose a reason why the visit is being missed. Select whether the physician and/or RN case manager was notified. When selected, find the physician and/or RN case manager by typing their name in the search field. Then write in the free text Narrative details about the missed visit. Then select the **Complete** button at the bottom.



The clinician will then electronically sign the document by selecting the checkbox then selecting the **Complete** button.

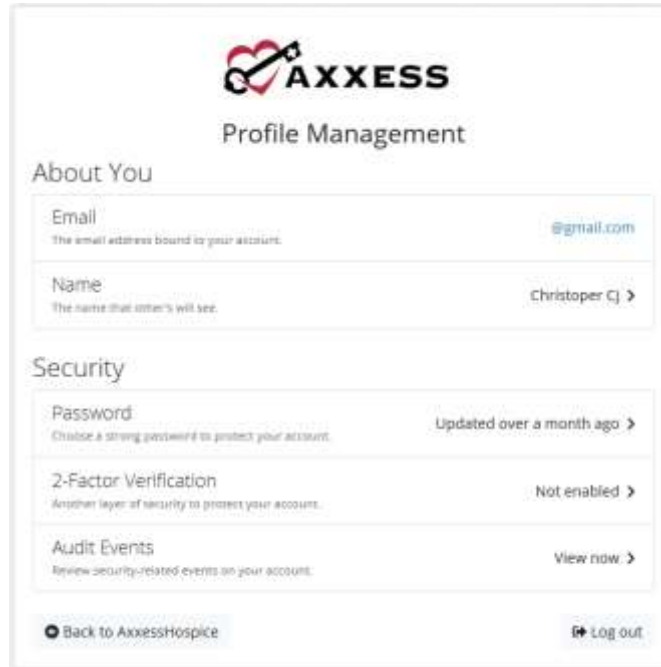
To edit or revert a missed visit, navigate to the **Tasks** section in the patient's chart. Click the three-dot icon under Actions and select **View Visit Details**. Once **View Visit Details** is selected, click **Edit** to edit the missed visit information or revert the visit to its prior status.



Once **Edit** is selected, click **Update** to edit the missed visit information. This will enable users to change the reason for the missed visit and update the **Physician Notified** and **RN Case Manager Notified** fields. Once the appropriate information has been entered, select **Complete** and the missed visit will flow to QA for approval. If the visit was marked missed in error and needs to be reverted back to its prior status for completion, select **Revert Visit**. Once **Revert Visit** is selected, the visit will return to its prior status and will no longer be tagged as a missed visit.

EDIT PROFILE

**Username*/Profile*



The screenshot shows the AXCESS Profile Management interface. At the top is the AXCESS logo. Below it is the title "Profile Management". The page is divided into two main sections: "About You" and "Security".

About You

- Email:** The email address bound to your account. Current value: @gmail.com.
- Name:** The name that others will see. Current value: Christopher Cj.

Security

- Password:** Choose a strong password to protect your account. Last updated: Updated over a month ago.
- 2-Factor Verification:** Another layer of security to protect your account. Status: Not enabled.
- Audit Events:** Review security-related events on your account. Action: View now.

At the bottom of the page, there are two buttons: "Back to AxxessHospice" and "Log out".

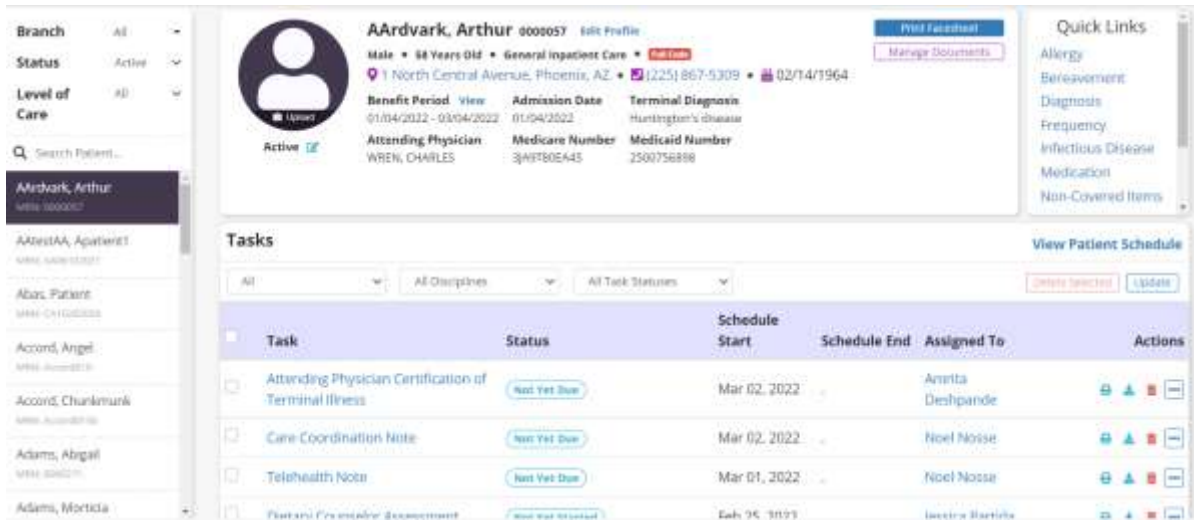
While managing their profile, users can:

- Change the name that other users will see.
- Change their password.
- Enable a 2-Factor Verification for more security.
- Review audit events.

The user can then choose to go **Back to Axxess Hospice** or **Log Out**.

PATIENT CHARTS

Patients/Patient Charts



| Task | Status | Schedule Start | Schedule End | Assigned To | Actions |
|---|-----------------|----------------|--------------|------------------|---------|
| Attending Physician Certification of Terminal Illness | Not Yet Due | Mar 02, 2022 | | Amrita Deshpande | [Icons] |
| Care Coordination Note | Not Yet Due | Mar 02, 2022 | | Noel Nozse | [Icons] |
| Telehealth Note | Not Yet Due | Mar 01, 2022 | | Noel Nozse | [Icons] |
| Patients' Preferences Assessment | Not Yet Started | Feb 25, 2022 | | Jessica Barrios | [Icons] |

Filter by:

- Branch - Choose the branch (if more than one).
- Status - Choose from active, discharged, pending, non-admitted or deceased.
- Level of Care - Choose from Routine, Respite, Continuous Care or General Inpatient.
- Patient Search - Start typing a name and the list narrows down to match.

The patient's snapshot at the top of the screen gives a quick view of the patient's demographics. There are hyperlinks to the patient's address and phone number. Select **Edit Profile** to view the patient's full demographics, payer information, clinical information, physician(s), pharmacy and DME, authorized contacts, emergency preparedness, advance directives and referral information.



Aardvark, Arthur 000057 [Edit Profile](#) [Print Facebook](#) [Manage Documents](#)

Male • 38 Years Old • General Inpatient Care • [Full Care](#)

1 North Central Avenue, Phoenix, AZ • (225) 867-5309 • 02/14/1964

Benefit Period: 01/04/2022 - 03/04/2022 | Admission Date: 01/04/2022 | Terminal Diagnosis: Huntington's disease

Attending Physician: WREN, CHARLES | Medicare Number: 3A9T80EA45 | Medicaid Number: 2500756898

Edit Patient - Adams, Scarlett

Demographics

payer information

clinical information

physicians

pharmacy and DME

authorized contacts

emergency preparations

advance directives

referral information

Demographic Information

Patient Information

Patient ID/MR Number *
 LMRN: Last Patient ID/MR Number Used: JG8737890

First Name *
 M.I.
 Last Name *
 Suffix

Date of Birth *
 Gender *
 Social Security Number
 Veteran

Primary Phone Number *
 Alternate Phone Number
 Email

Agency Branch *
 Marital Status
 Race/Ethnicity

Patient Primary Address
 Facility Name
 Country *

There is a button to **Print Facesheet** and a button to **Manage Documents**, which is for patient attachments. There is also a hyperlink to quickly jump to **View Patient Schedule**. A list of visits/tasks in the current episode will display at the bottom of the screen. Filter the benefit period, discipline and task status drop-down menus to change viewing parameters.

All
▼

All Disciplines
▼

All Task Statuses
▼

On the **Patient Chart**, **Employee Schedule** and **Patient Schedule** screens, a QA Comment column displays an orange chat bubble icon next to tasks that have comments from QA. Select the chat bubble icon to view comments entered in the **Return Reason** box.



The screenshot shows a patient profile for Denver, John Zwick. Below the profile, there is a 'Tasks' section with a table. The table has columns for Task, Status, Schedule Start, Schedule End, Assigned To, QA Comment, and Actions. One task is highlighted with a yellow background and an orange chat bubble icon in the QA Comment column. A tooltip is visible over the chat bubble icon, indicating that clicking it will show the QA comment.

If you need additional clarification on why the task was returned, add a new comment by selecting **Add Comment**. Enter the comment in the **Comment** box and click **Send**. The comment will be sent to the user who returned the task in QA. To complete the task, select **Complete** and the visit will return to the **QA Center** for approval. Once the visit has been approved, the chat bubble icon will no longer appear in the **QA Comment** column.

QUICK LINKS

Allergy

| Allergy | Type | Severity | Start Date | End Date | Actions |
|---|------------|----------|--------------|--------------|---|
| Print Allergy Profile No Known Allergies Add Allergy | | | | | |
| Active Allergies (1) Hide All | | | | | |
| Tylenol | Medication | Severe | Jan 01, 2000 | - | Deactivate Edit |
| Inactive Allergies (1) Hide All | | | | | |
| Peanuts | Food | Moderate | Jan 01, 2020 | May 13, 2020 | Restore Edit |

This pulls a list of all added allergies for the patient. Select the **Print Allergy Profile** button for a PDF version to view and/or save. Select the **Deactivate** hyperlink under the **Actions** column to deactivate active allergies. Select the **Restore** hyperlink to reactivate or inactivate allergies. Select the **Edit** hyperlink to make updates. Select the **Add Allergy** button to add.

Add Allergy

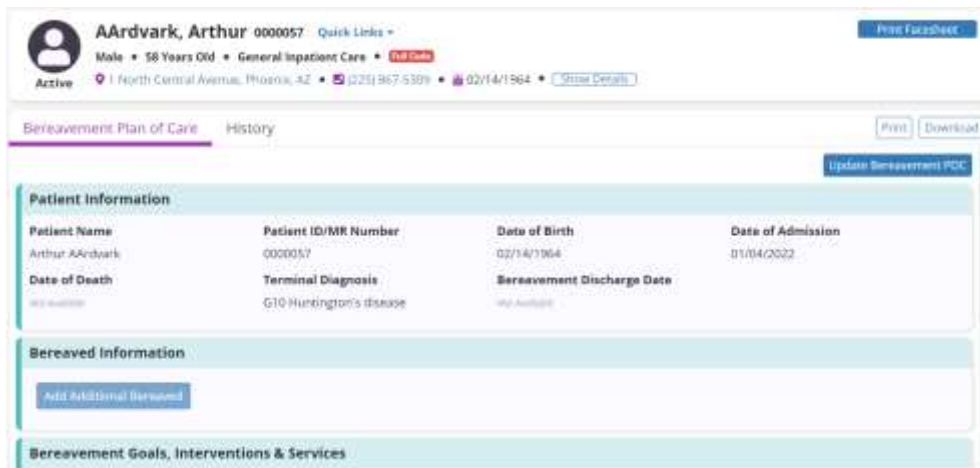
| | |
|---|--|
| Allergy Name * <input type="text" value="Enter Allergy"/> | Start Date * <input type="text" value="MM/DD/YYYY"/> |
| Reaction * <input type="text" value="Enter Allergic Reaction"/> | End Date <input type="text" value="MM/DD/YYYY"/> |
| Type * <input type="text" value="Select Allergy Type"/> | Comments <input type="text"/> |
| Severity <input type="text" value="Select Allergy Severity"/> | |
| Information Source <input type="text" value="Enter Source"/> | |

[Save Allergy](#)
[Save and Add Another](#)
[Cancel](#)

Enter the allergy name, reaction, type, start date and other available information. Select the **Save Allergy** button or select **Save and Add Another** for additional allergies.

Bereavement

The Bereavement Plan of Care enables users to document goals, interventions and services related to bereavement before and after a patient's death. Users must have permission to view and manage the Bereavement Plan of Care.



Aardvark, Arthur 000057 [Quick Links](#) [Print FaceSheet](#)

Male • 58 Years Old • General Inpatient Care • [Full Care](#)

Active • 1 North Central Avenue, Phoenix, AZ • (325) 867-5399 • 02/14/1964 • [Other Details](#)

Bereavement Plan of Care [History](#) [Print](#) [Download](#) [Update Bereavement POC](#)

Patient Information

| Patient Name | Patient ID/MR Number | Date of Birth | Date of Admission |
|-----------------|--------------------------|----------------------------|-------------------|
| Arthur Aardvark | 000057 | 02/14/1964 | 01/04/2022 |
| Date of Death | Terminal Diagnosis | Bereavement Discharge Date | |
| Not Available | G10 Huntington's disease | Not Available | |

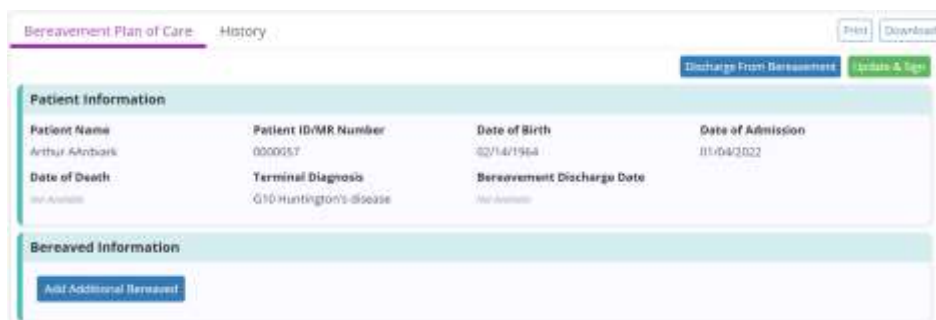
Bereaved Information

[Add Additional Bereaved](#)

Bereavement Goals, Interventions & Services

To print or download a copy of the Bereavement POC, select **Print** or **Download** in the top right corner of the screen. To view a record of changes made to the Bereavement Plan of Care, navigate to the **History** tab.

The Bereavement POC can be updated regardless of the patient's status. To update the Bereavement POC, select **Update Bereavement POC** to activate all action buttons on the **Bereavement Plan of Care** tab. The **Patient Information** section will pre-populate with the patient's demographic info. To update this information, navigate to the patient's chart under the **Patients** tab and update the information as needed. The bereavement discharge date field under Patient Information will auto-populate when the patient is discharged from bereavement.



Bereavement Plan of Care [History](#) [Print](#) [Download](#) [Discharge From Bereavement](#) [Update & Sign](#)


Patient Information

| Patient Name | Patient ID/MR Number | Date of Birth | Date of Admission |
|-----------------|--------------------------|----------------------------|-------------------|
| Arthur Aardvark | 000057 | 02/14/1964 | 01/04/2022 |
| Date of Death | Terminal Diagnosis | Bereavement Discharge Date | |
| Not Available | G10 Huntington's disease | Not Available | |

Bereaved Information

[Add Additional Bereaved](#)

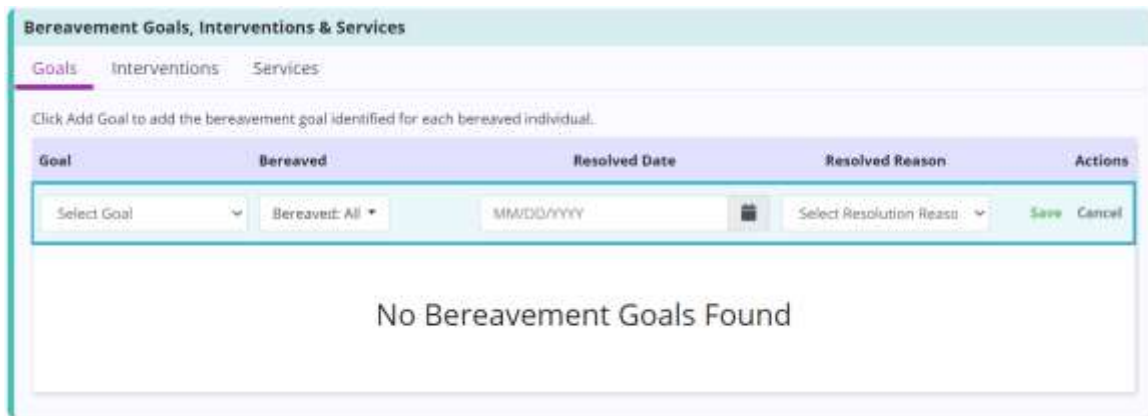
To add bereaved contacts to the Bereavement POC, select **Add Additional Bereaved** under Bereaved Information. Up to 10 bereavement contacts can be added per patient. The auto-fill box under **Add Additional Bereaved** can be used to add one of the patient's existing authorized contacts. Selecting a contact from this list will automatically populate the contact's information from the patient's chart. If the bereaved contact needs to be added as an authorized contact for the patient, select **Add Contact** to open the patient's chart and add the contact.



If the bereaved contact is not one of the patient's authorized contacts, manually enter the contact's information to the Bereavement Plan of Care and select **Save Contact**.

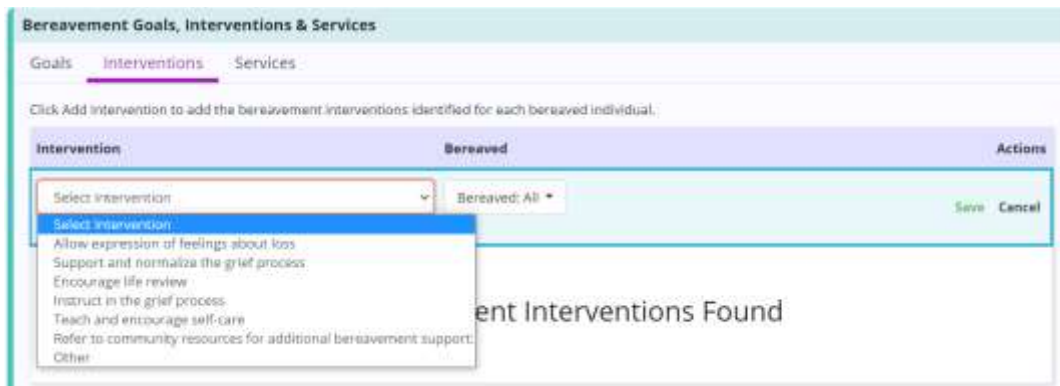
Add Bereavement Goals, Interventions and Services

Navigate to the **Goals** tab under Bereavement Goals, Interventions & Services. Select **Add Goal** and select a goal from the goal drop-down menu. Each goal will be assigned to all bereaved contacts unless specific individuals are selected from the bereaved menu. A resolved date and resolved reason can be documented in the resolved date and resolved reason fields as each bereaved individual moves through the bereavement process.



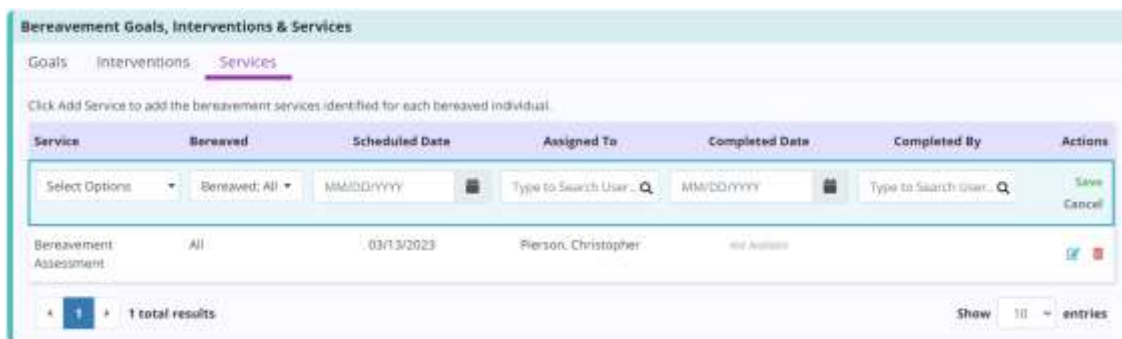
To add an individualized goal, select **Other** from the goal menu and enter the specific goal. Select **Save** to save the goal to the Bereavement POC.

To add an intervention to the Bereavement POC, navigate to the **Interventions** tab. Select **Add Intervention** and then select an intervention from the intervention drop-down menu. Each intervention will be assigned to all bereaved contacts unless specific individuals are selected from the bereaved menu.





To add an individualized intervention, select **Other** from the intervention menu and enter the specific intervention. Select **Save** to save the intervention to the Bereavement POC.

To add a service to the Bereavement Plan of Care, navigate to the **Services** tab. Select **Add Service** and select a service from the service drop-down menu. Each service will be assigned to all bereaved contacts unless specific individuals are selected from the bereaved menu.



To add an individualized service, select **Other** from the service menu and enter the specific service. Select **Save** to save the service to the Bereavement POC.

Goals, interventions and services can be edited by selecting the  icon or deleted by selecting the  icon.

Sign or Discharge from Bereavement

Select the green **Update & Sign** button to save changes and update the Bereavement POC. A signed copy will be available in the **History** tab, where it can be printed or downloaded at any time.



Print Download

Discharge From Bereavement **Update & Sign**

| | | |
|---------------------|----------------------------|-------------------|
| IR Number: | Date of Birth | Date of Admission |
| | 02/14/1964 | 01/04/2022 |
| Diagnosis: | Bereavement Discharge Date | |
| Alzheimer's disease | Not Available | |

Once a patient's contacts have completed the bereavement program, the patient can be discharged from bereavement. To discharge a patient from bereavement, resolve each goal on the **Bereavement Plan of Care** tab and select **Discharge from Bereavement**. Enter the discharge date and select **Discharge**.



Discharge from Bereavement



Bereavement Discharge Date











02/23/2022


Discharge Cancel



This will end the bereavement period for the patient. Bereavement tasks will not be added to the patient's schedule after the bereavement discharge date. If at any point bereavement services need to be resumed, navigate to the **Bereavement Plan of Care** and select **Resume Bereavement**.

Diagnosis


Shows the list of previously ordered diagnoses. Select the **View Details** hyperlink to see the specific diagnoses including code, description, related and start date. Select the  icon to print or the  icon to download under the **Actions** column.

| Saved By | Date | Actions | | | |
|----------------------|---|--|------------|---------------|---|
| Matthew Abbott | 09/22/2020 | Action in Progress | | | |
| ICD-10 Code | Description | Related | Start Date | Resolved Date | Actions |
| I67.1 | Cerebral aneurysm, nonruptured | | 04/01/2020 | Current |  |
| I30.0 | Acute nonspecific idiopathic pericarditis | Yes | 02/01/2020 | Current |  |
| G30.1 | Alzheimer's disease with late onset | Yes | 01/01/2020 | Current |  |
| I10 | Essential (primary) hypertension | Yes | 09/22/2020 | Current |  |
| Cancel | | | | | |
| Jean Santos | 04/01/2020 | View Details   | | | |
| Jean Santos | 04/01/2020 | View Details   | | | |
| Saikrishna Vinnakota | 02/20/2020 | View Details   | | | |

Select the  icon to change whether the diagnosis is related. Then select the green **Add** hyperlink to save any changes.

| ICD-10 Code | Description | Related | Start Date | Resolved Date | Actions |
|-------------|--|----------------|------------|---------------|--|
| I67.1 | Terminal Diagnosis Cerebral aneurysm, nonruptured | | 04/01/2020 | Current |  |
| I30.0 | Acute nonspecific idiopathic pericarditis | Yes | 02/01/2020 | Current |  |
| G30.1 | Alzheimer's disease with late onset | Select Related | 01/01/2020 | Current | Add Cancel |

Frequency

View active, inactive and discontinued frequencies by discipline, benefit period or date range. See all frequencies by selecting the **Expand All** button or minimizing them by selecting the **Collapse All** button. Print the frequencies by selecting the **Print** button in the top right. Select the  icon under the Actions column to remove frequencies, then select the **Yes, Delete** button to confirm.

| Disciplines: All | | Benefit Period: 05/28/2020 - 07/26/2020 | | Date Range: 05/28/2020 - 07/26/2020 | | Expand All Collapse All Update Frequencies | |
|--|--|---|--------------|-------------------------------------|------------------|--|--------------------------------------|
| Discipline | Visit Frequency | PRN | Start Date | End Date | Scheduled Visits | Available Visits | Actions |
| Active Frequencies (4) Hide All | | | | | | | |
| Dietary Counselor | 3w2 | No | Jun 15, 2020 | Jun 27, 2020 | 0 | 4 | |
| Medical Social Worker | 1w1 | No | Jun 15, 2020 | Jun 20, 2020 | 0 | 1 | |
| Skilled Nurse | 1w2 | No | Jun 15, 2020 | Jun 27, 2020 | 1 | 1 | View Scheduled Tasks |
| Skilled Nurse | 1 | Yes  | Jul 25, 2020 | Jul 26, 2020 | 0 | 1 | |
| Discontinued Frequencies (1) Hide All | | | | | | | |
| Skilled Nurse | 2w2 | No | Jun 15, 2020 | Jun 27, 2020 | 0 | 0 | |

Select the **View Scheduled Tasks** hyperlink to see the list of tasks with hyperlinks to each task and their status. Select the **Update Frequencies** button to begin the order process.

Select the **Create Physician Order** button unless there are other orders to associate. The new physician order date will be auto generated to the date it was created. Find the physician tied to the order and select the **Create** button.

| i Updates will be added to ASHWANI AGARWAL . Order scheduled on 10/15/2020. View Order Change Order Done | | | | | | | |
|--|-----------------|---|------------|-------------------------------------|------------------|---|---------|
| Disciplines: All | | Benefit Period: 09/19/2020 - 11/17/2020 | | Date Range: 09/19/2020 - 11/17/2020 | | Expand All Collapse All Add Visit Frequency | |
| Discipline | Visit Frequency | PRN | Start Date | End Date | Scheduled Visits | Available Visits | Actions |
| Active Frequencies (0) | | | | | | | |

Discontinue - Select the **Discontinue** hyperlink, enter the Discontinue Date and then select the **Discontinue Frequency** button.

Add Frequency - Select the **Add Visit Frequency** button. Choose the Benefit Period, Discipline, enter the Visit Frequency, enter the Start Date and choose whether the frequency is PRN. Select the **Save Frequency** button when complete or **Save & Add Another** button for additional frequencies.

Add Visit Frequency

Accepted frequency format example: 1m1, 2w2, 2wk3, 1ow2, 1d4. Frequency ranges should not be used for Hospice Aide, Homemaker, or Volunteer. PRN Frequencies should not be used for Hospice Aide or Homemaker.

Benefit Period *

Start Date *

Discipline *

Visit Frequency *

PRN
 Yes No

Infectious Disease

View previous or add COVID-19 screenings. Select the **View** hyperlink to see previous answers.

| Entered By | Type of Screening | Person Screened | Name | Screening Date | Screening Results | Risk Level | Actions |
|--------------------|-------------------|-----------------|---------------|----------------|--------------------|------------|----------------------|
| Christopher CJ | COVID-19 | Patient | Accord, Angel | 10/15/2020 | Yes- 1/4 questions | Low | View |
| Jordyn Waugh | COVID-19 | Patient | Accord Angel | 04/02/2020 | Yes- 0/4 questions | High | View |
| Matthew Abbott | COVID-19 | Patient | Accord Angel | 03/30/2020 | Yes- 1/4 questions | Low | View |
| Joan Zachariah | COVID-19 | Patient | Accord Angel | 03/27/2020 | Yes- 2/4 questions | Low | View |
| Charishma Damuluri | COVID-19 | Patient | Accord Angel | 03/24/2020 | Yes- 1/4 questions | Low | View |

1 | 5 total results

Show 10 entries

Select the **Add COVID-19 Screening** button. Choose the person screened and enter their name. Enter the date of screening and time of screening. Then answer the questions, select the screening acknowledgement checkbox and select the **Sign Screening** button or select the **Sign & Add Another** for additional screenings.

COVID-19 Screening

Complete the following screening questions and select a risk level for the patient and/or household members based on agency policies and procedures.

| | | | |
|--------------------------------------|--|---|---|
| Person Screened * | Name | Date of Screening * | Time of Screening * |
| <input type="text" value="Patient"/> | <input type="text" value="Accord, Angel"/> | <input type="text" value="10/15/2020"/> | <input type="text" value="Enter Time"/> |

Refused Screening

Have you traveled internationally within the last 14 days to a country with sustained community transmission?

No Yes

Do you have signs or symptoms of COVID-19, such as fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea?

No Yes

In the last 14 days, have you had contact with someone diagnosed with COVID-19, under investigation for COVID-19, or with a respiratory illness?

No Yes

Do you live in an area where community-based spread of COVID-19 is occurring?


No Yes

Risk Level:

Low High

Screening Acknowledgement: I have screened the above-selected person prior to providing care. Agency policies and procedures were followed to prevent the spread of COVID-19 based on the results of this screening or refusal to complete the screening.

Medication



Alfonzo, Greg JH45885 [Quick Links](#)

Active

[Print Facesheet](#)

Male • 1 Years Old • No Level of Care Selected • Full Code

4545 Spring Valley Road, Farmers Branch, TX • (151) 515-6456 • 10/07/2018 • [Show Details](#)

Drug Interactions Result on All Active Medications

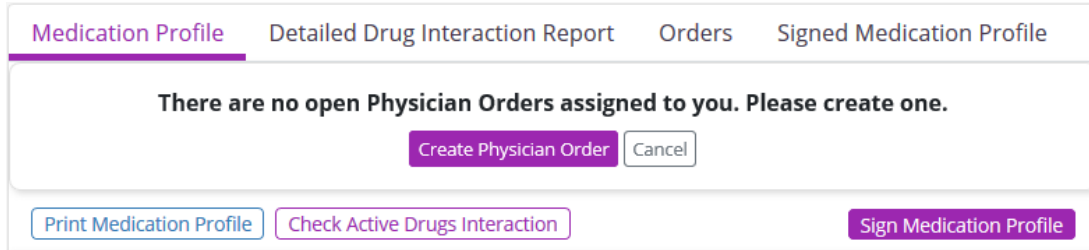
Major Drug Interaction 1
Moderate Drug Interaction 3
Minor Drug Interaction 2

[Medication Profile](#) [Detailed Drug Interaction Report](#) [Orders](#) [Signed Medication Profile](#)

[Print Medication Profile](#) [Check Active Drugs Interaction](#) [Sign Medication Profile](#) [Update Medications](#)

| Medication Name Dosage/Route/Frequency | Indication | Start Date Discontinue Date | Added Physician Discontinued Physician | Administered By | Actions |
|---|------------|--------------------------------|---|-----------------|----------------------|
| Active Medications (6) Hide All | | | | | |
| Default Coumadin 15 • Po • Daily Hospital | Test | Mar 31, 2019 | | Caregiver | Edit |
| Default Apomorphine 14 • Po • Daily Hospital | Test | Feb 24, 2019 | | Caregiver | Edit |
| Default Childrens Ibuprofen 15 • Po • Daily Hospital | Test | Jan 27, 2019 | | Caregiver | Edit |

Add a Medication - Select the **Update Medications** button and then select the **Create Physician Order** button unless there are other orders to associate.



Medication Profile Detailed Drug Interaction Report Orders Signed Medication Profile

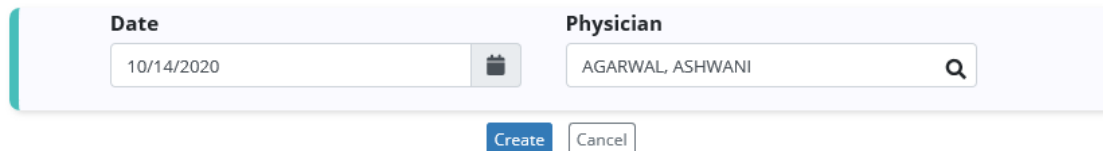
There are no open Physician Orders assigned to you. Please create one.

[Create Physician Order](#) [Cancel](#)

[Print Medication Profile](#) [Check Active Drugs Interaction](#) [Sign Medication Profile](#)

The New Physician Order date will be auto generated to the date it was created. Find physician tied to order and select the **Create** button.

New Physician Order

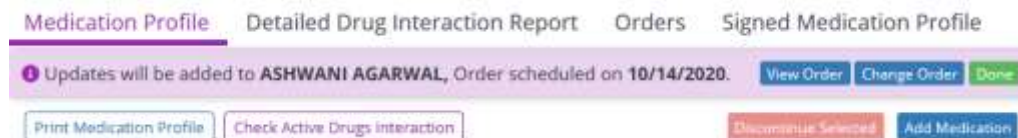


Date **Physician**

10/14/2020 AGARWAL, ASHWANI

[Create](#) [Cancel](#)

Select the **Add Medication** button once the new physician order is created.



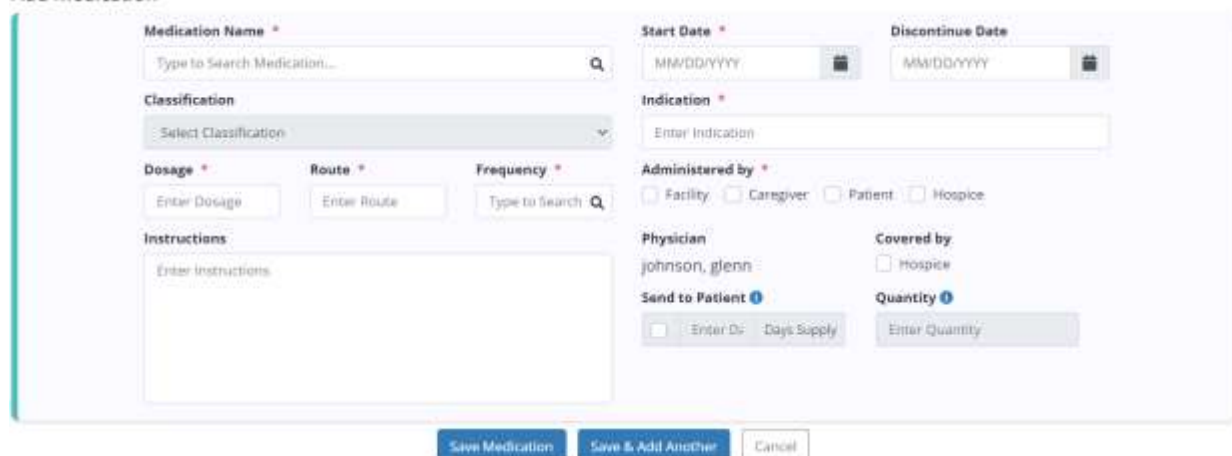
Medication Profile Detailed Drug Interaction Report Orders Signed Medication Profile

Updates will be added to **ASHWANI AGARWAL**, Order scheduled on **10/14/2020**. [View Order](#) [Change Order](#) [Done](#)

[Print Medication Profile](#) [Check Active Drugs Interaction](#) [Discontinue Selected](#) [Add Medication](#)

Fill in the following **Add Medication** window:

Add Medication



Medication Name * **Start Date *** **Discontinue Date**

Type to Search Medication... MM/DD/YYYY MM/DD/YYYY

Classification **Indication ***

Select Classification Enter Indication

Dosage * **Route *** **Frequency *** **Administered by ***

Enter Dosage Enter Route Type to Search Facility Caregiver Patient Hospice

Instructions **Physician** **Covered by**

Enter Instructions johnson, glenn Hospice

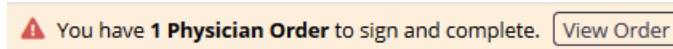
Send to Patient **Quantity**

Enter Dose Days Supply Enter Quantity

[Save Medication](#) [Save & Add Another](#) [Cancel](#)

- Medication Name - Begin typing the description of the medication, a drop-down box will appear with all the medications listed in the software. Medications not listed can be added. However, only medications selected from the drop-down box will be checked for drug interactions.
- Classification - If a medication from the database is entered, this area will give suggested classifications.
- Dosage, Route and Frequency - Enter medication details.
- Instructions – Enter any instructions required for medication administration.
- Start Date - Enter or select calendar icon to choose date.
- Discontinue Date - Enter if applicable.
- Indication - Enter the reason why medication is being taken.
- Administered by - Select one or more checkboxes from Facility, Caregiver, Patient and/or Hospice.
- Covered By - Indicate whether medication will be covered by organization or other selecting bullet. If other is chosen, enter payer and reason.

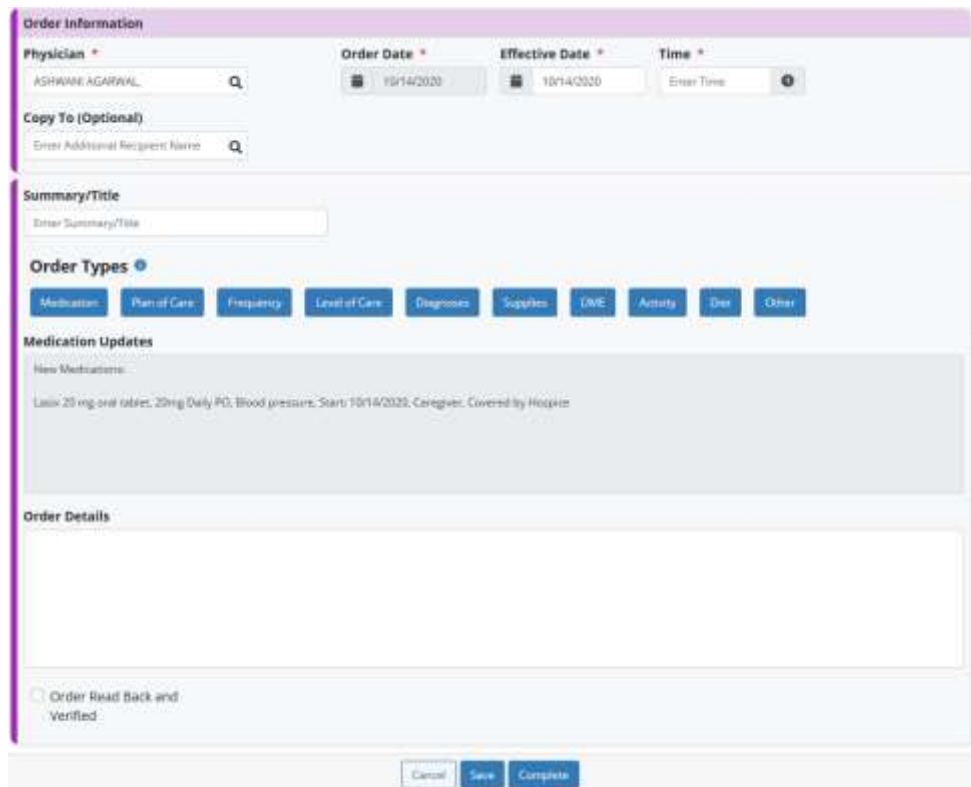
The following alert will appear in Medications, select the **View Order** button to open a new window.



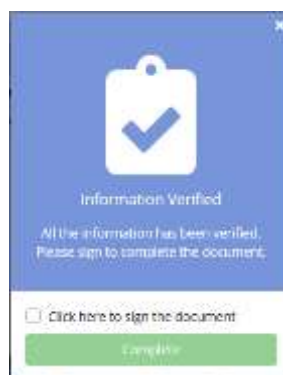
In the new window, select the **View Order** hyperlink.

| Task Name | Status | Start Date | Assigned to | Physician | Total Drugs | View Order |
|-------------------------|--------|--------------|----------------|------------------|-------------|----------------------------|
| Physician Order | Saved | Oct 14, 2020 | Christopher Cj | Agarwal, Ashwani | 1 | View Order |
| Lasix 20 Mg Oral Tablet | | | | | | |
| Active | | | | | | |

Fill in the order time, enter the summary/title and order details, indicate whether order read back and verified, then select the **Complete** button.



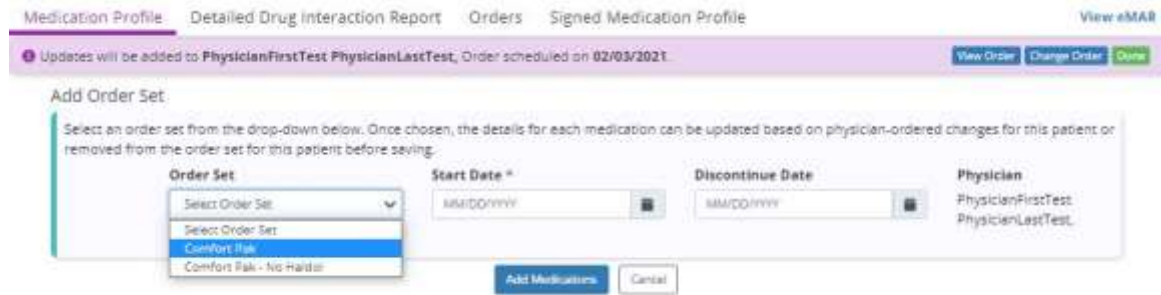
A pop-up window appears asking for the user's electronic signature. Select the checkbox and then select the **Complete** button.



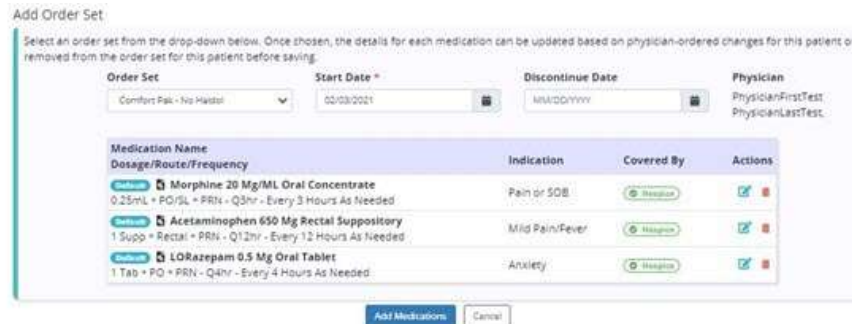
A confirmation pop-up will appear saying, "Success! You have successfully completed the note." Choose to **Close** or **Go to Patient Chart**.

Add an Order Set - Once a medication order set has been created in the Custom Medications section, it can be added to a patient's medication profile. Select **Update Medications** to select or create a physician order for the new medications. Select **Add Order Set** to add a medication order set to the patient's

profile. In the **Add Order Set** window, select an order set and enter a start date and discontinue date. The physician will populate automatically based on the physician selected on the order.



Once an order set is selected from the **Order Set** menu, a list of medications in the order set will appear. Users can edit or delete medications before adding them to the patient's profile, based on any specifications given by the physician. Select **Add Medications** to add the list of medications to the patient's medication profile.



The medications will appear in the patient's active medications list and in the patient's eMAR. Medications added through an order set will appear with an icon, so users can quickly identify which medications were added through a medication order set.



Discontinue a Medication - Discontinue medications by following the previously shown order creation process. Select the checkbox next to the medication to discontinue, then select the **Update Medications** button, then select the **Create Physician Order** button.

Users then must choose the physician order tied to the medication by selecting the green **Select Order** button. A button will then appear, allowing to **Discontinue Selected**. Confirm the discontinue date and time (auto generates to today's date and time) and select the **Discontinue Medications** button.



Updates will be added to **glenn johnson** Order scheduled on 01/25/2022. [View Order](#) [Change Order](#) [Done](#)

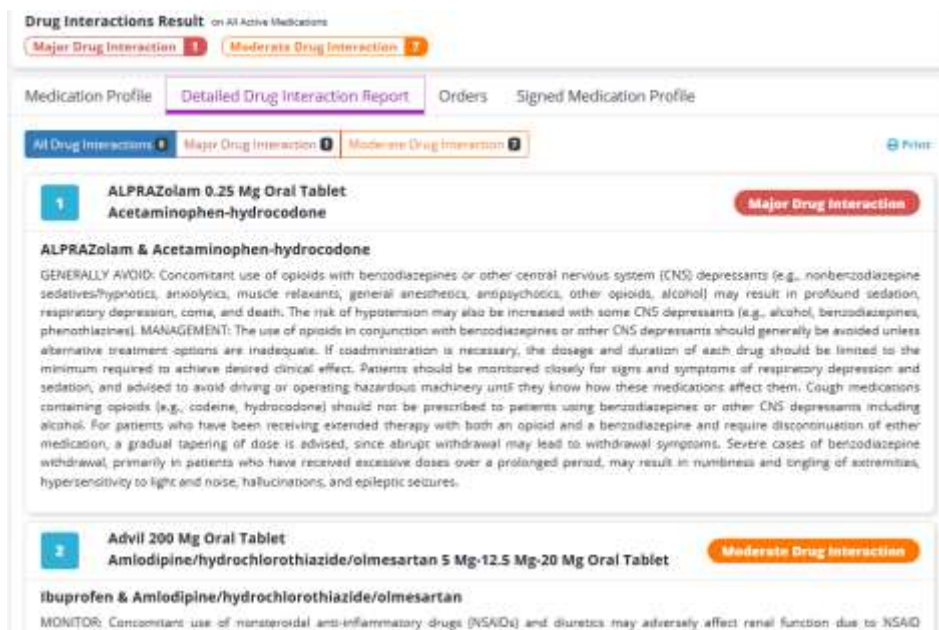
| | | |
|--------------------|--------------------|-------------------------|
| Discontinue Date * | Discontinue Time * | Discontinuing Physician |
| 02/23/2022 | 4:53 PM | johnson, glenn |

[Discontinue Medications](#) [Cancel](#)

A disappearing green pop-up window will confirm the medication has been discontinued, and the medication will now be listed in the **Discontinued Medications** section of the **Medication Profile**. The discontinue order will also need to be signed and completed.

Interactions - Drug interactions will be automatically checked with each new medication order. They also can be run manually by selecting the **Check Active Drugs Interaction** button.

To view drug interactions, select the **Detailed Drug Interaction Report** tab.



Drug Interactions Result on All Active Medications

[Major Drug Interaction](#) 1 [Moderate Drug Interaction](#) 2

Medication Profile **Detailed Drug Interaction Report** Orders Signed Medication Profile

All Drug Interactions 3 [Major Drug Interaction](#) 1 [Moderate Drug Interaction](#) 2 [Print](#)

1 **ALPRAZolam 0.25 Mg Oral Tablet**
Acetaminophen-hydrocodone [Major Drug Interaction](#)

ALPRAZolam & Acetaminophen-hydrocodone

GENERALLY AVOID: Concomitant use of opioids with benzodiazepines or other central nervous system (CNS) depressants (e.g., nonbenzodiazepine sedatives/hypnotics, anxiolytics, muscle relaxants, general anesthetics, antipsychotics, other opioids, alcohol) may result in profound sedation, respiratory depression, coma, and death. The risk of hypotension may also be increased with some CNS depressants (e.g., alcohol, benzodiazepines, phenothiazines). MANAGEMENT: The use of opioids in conjunction with benzodiazepines or other CNS depressants should generally be avoided unless alternative treatment options are inadequate. If coadministration is necessary, the dosage and duration of each drug should be limited to the minimum required to achieve desired clinical effect. Patients should be monitored closely for signs and symptoms of respiratory depression and sedation, and advised to avoid driving or operating hazardous machinery until they know how these medications affect them. Cough medications containing opioids (e.g., codeine, hydrocodone) should not be prescribed to patients using benzodiazepines or other CNS depressants including alcohol. For patients who have been receiving extended therapy with both an opioid and a benzodiazepine and require discontinuation of either medication, a gradual tapering of dose is advised, since abrupt withdrawal may lead to withdrawal symptoms. Severe cases of benzodiazepine withdrawal, primarily in patients who have received excessive doses over a prolonged period, may result in numbness and tingling of extremities, hypersensitivity to light and noise, hallucinations, and epileptic seizures.

2 **Advil 200 Mg Oral Tablet**
Amlodipine/hydrochlorothiazide/olmesartan 5 Mg-12.5 Mg-20 Mg Oral Tablet [Moderate Drug Interaction](#)

Ibuprofen & Amlodipine/hydrochlorothiazide/olmesartan

MONITOR: Concomitant use of nonsteroidal anti-inflammatory drugs (NSAIDs) and diuretics may adversely affect renal function due to NSAID

Drug interactions will be listed out one by one. Choose to view all, just major or moderate by selecting either tab at the top of the list. The whole report can be downloaded/printed as a PDF file by selecting the **Print** button in the top right.

Medication Profile - Select the **Print Medication Profile** button to automatically download the PDF version of the medication profile. Below is a printed medication profile.

| Agency Information | | MEDICATION PROFILE | | | | |
|---|--|--|---------------|--------------|--------------------|-----------------|
| Testing Home Health Agency, Inc. Dallas Parkway 16000, 1717 E Belt Line Road Coppell, TX 75019 666-666-6666 (Office) , 666-666-6666 (Fax) Provider Number: T234567899 | | | | | | |
| Patient Name: Alfonso, Greg | | | | | | |
| Patient Information | | | | | | |
| Date of Birth: 10/07/2018 | MRN: JH45855 | Benefit Period: 04/24/2020 - 06/22/2020 | | | | |
| Attending Physician: BONES, ZALINDRA | Primary Diagnosis: Other rupture of muscle (nontraumatic), left shoulder | Comorbidities: Disorders of muscle in diseases stated elsewhere, left shoulder | | | | |
| Active Medication(s) | | | | | | |
| Start Date | Medication | Classification | Indication | Through Date | Covered By Hospice | Administered By |
| 02/24/2019 | apomorphine 14 daily po | central nervous system agents | test | | No | Caregiver |
| 01/27/2019 | Children's Ibuprofen 15 daily po | central nervous system agents | test | | No | Caregiver |
| 04/15/2019 | aliskiren hydrochlorothiazide 10 mg once a day oral | antihypertensive combinations | water pill | | Yes | Patient |
| 05/20/2020 | Lisin 20 mg oral tablet 1 daily po | cardiovascular agents | Blood thinner | | Yes | Caregiver |
| Discontinued Medication(s) | | | | | | |
| Start Date | Medication | Classification | Indication | D/C Date | | |
| 03/31/2019 | Children's Tylenol 15 test po | central nervous system agents | test | 05/16/2019 | | |
| 03/31/2019 | Coumadin 15 daily po | coagulation modifiers | test | 05/14/2020 | | |

Select the purple **Sign Medication Profile** button to sign, which will show the following page and includes patient information, medications, drug interactions, active allergies and signature. Select the signature checkbox, enter the date signed and then select the green **Sign Medication Profile** button.

Sign Medication Profile
Close

Patient Information

| | | | |
|-------------------------------------|--|---|--|
| Benefit Period Associated | Terminal Diagnosis Other rupture of muscle (nontraumatic), left shoulder | Comorbidities Disorders of muscle in diseases classd elbow, left shoulder | Attending Physician JONES, ZAUNDRA |
|-------------------------------------|--|---|--|

Active Medications (4)

| Medication Name Dosage/Route/Frequency | Indication | Start Date | Discontinue Date | Added Physician | Discontinued Physician | Administered By |
|--|---------------|--------------|------------------|-----------------|------------------------|-----------------|
| Default Lasix 20 Mg Oral Tablet 1 • Po • Daily + More | Blood Thinner | May 20, 2020 | | Ashwani Agarwal | | Caregiver |
| Default Apomorphine 14 • Po • Daily - More | Test | Feb 24, 2019 | | | | Caregiver |
| Default Childrens Ibuprofen 15 • Po • Daily - More | Test | Jan 27, 2019 | | | | Caregiver |
| Default Aliakiren-hydrochlorothiazide 10 Mg • Oral • Once A Day + More | Water Pill | Apr 15, 2019 | | Zaundra Jones | | Patient |

Drug Interactions

Moderate Drug Interaction 3

[View Drug Interaction Report](#)

Active Allergies

No Active Allergies Found.

Signature



Medication Regimen Review Acknowledgment: I have reviewed all the listed medications for potential adverse effects and drug reactions, including ineffective drug therapy, side effects, drug interactions, duplicate drug therapy, medication allergies, and noncompliance with drug therapy and reviewed significant findings with the physician.



Date Signed *

MM/DD/YYYY

📅

Sign Medication Profile
Cancel

View previous signed medication profiles by going to the **Signed Medication Profile** tab. Select the  icon to print and/or the  icon to download under the **Actions** column.

| Signed By | No. of Active Medications | Signature Date | Actions |
|------------------------------------|---------------------------|----------------|---|
| Saikrishna Vinnakota RN, LCSW, BCC | 1 | 05/01/2020 |   |

< 1 > 1 total results Show 10 entries

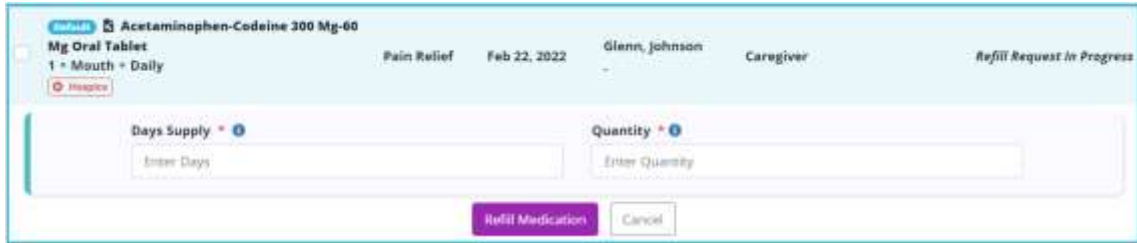
Users can view all associated medication orders in the **Orders** tab. Select the **View Order** hyperlink to view specifics for orders that have not been submitted.

| Task Name | Status | Start Date | Assigned to | Physician | Total Drugs | |
|--|--------------------------|--------------|-----------------|--------------------|-------------|----------------------------|
| Physician Order | Submitted With Signature | Nov 13, 2019 | Abbott, Matthew | Chopper, Tony Tony | 1 | |
| Oxybutynin Discontinued | | | | | | |
| Physician Order | Not Yet Started | Jan 02, 2020 | Lathi, Shwetha | Chopper, Tony Tony | 1 | View Order |
| Oxybutynin Discontinued | | | | | | |

Medication Dispensing Management (Optional Integration)

Axxess Hospice enables organizations with active pharmacy integrations to manage patient medications throughout the ordering process. Through the integration with Hospice Pharmacy Solutions (HPS), clinicians can submit information about medication orders, refills and delivery cancellation requests while completing documentation during patient visits. To perform medication dispensing activity in the medication profile, organizations must activate the HPS pharmacy integration. Contact Axxess to activate.

Refill Medications - Active medications can be refilled for patients without physician orders. From the medication profile, select the purple **Refill** hyperlink next to the medication to be refilled. Enter the days supply and quantity to be sent to the patient. Select the **Refill Medication** button to send the refill information to the pharmacy.



Acetaminophen-Codeine 300 Mg-60
Mg Oral Tablet
 1 + Mouth + Daily Pain Relief Feb 22, 2022 Glenn, Johnson Caregiver *Refill Request In Progress*
 Refill Medication

Days Supply Quantity

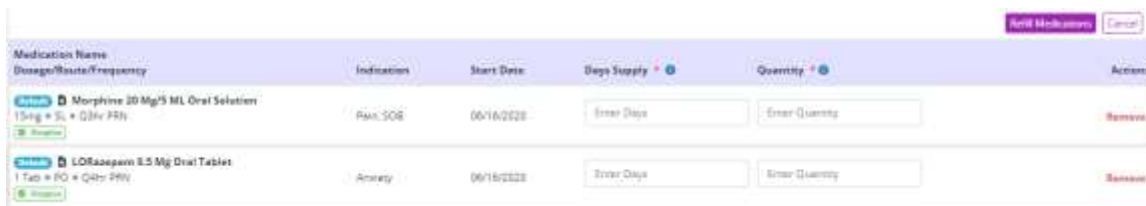
To send multiple refills at once, check the boxes next to the medications you want to refill.



Updates will be added to **zandra.jones** Order scheduled on 06/19/2020.

| Medication Name Dosage/Route/Frequency | Indication | Start Date Discontinue Date | Added Physician Discontinued Physician | Administered By | Actions |
|--|---------------------|--------------------------------|---|---------------------------------|-------------|
| <input checked="" type="checkbox"/> Morphine 20 Mg/5 ML Oral Solution 13mg + 3L + Q3hr PRN | Pain, SOB | Jun 16, 2020 | Zandra Jones | Caregiver, Patient, Nurse | edit Refill |
| <input checked="" type="checkbox"/> Lorazepam 0.5 Mg Oral Tablet 1 Tab + PO + Q4hr PRN | Anxiety | Jun 16, 2020 | Zandra Jones | Caregiver, Patient, Nurse | edit Refill |
| <input checked="" type="checkbox"/> Namenda XR 28 Mg Oral Capsule, Extended Release 1 Tab + PO + Daily | Alzheimer's Disease | Jun 16, 2020 | Zandra Jones | Caregiver, Patient, Nurse | edit Refill |

Select **Refill Selected** in the top right corner and enter the days supply and quantity for each medication. Select **Remove** to remove a medication from the refill request. Select **Refill Medications** to send the refill information to the pharmacy.



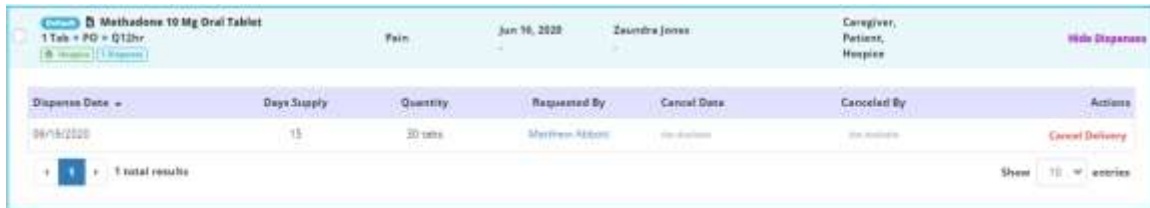
| Medication Name Dosage/Route/Frequency | Indication | Start Date | Days Supply | Quantity | Actions |
|--|------------|------------|---|---|---------|
| <input checked="" type="checkbox"/> Morphine 20 Mg/5 ML Oral Solution 13mg + 3L + Q3hr PRN | Pain, SOB | 06/16/2020 | <input type="text" value="Enter Days"/> | <input type="text" value="Enter Quantity"/> | Remove |
| <input checked="" type="checkbox"/> Lorazepam 0.5 Mg Oral Tablet 1 Tab + PO + Q4hr PRN | Anxiety | 06/16/2020 | <input type="text" value="Enter Days"/> | <input type="text" value="Enter Quantity"/> | Remove |

Dispensing Medications – Dispensing medication information can be viewed for each medication sent to the patient through the pharmacy integration. In the medication profile, a badge below each medication identifies medications that have been dispensed and how many times the medication has been sent to the patient.



| Medication Name Dosage/Route/Frequency | Indication | Start Date | Added Physician | Administered By | Actions |
|--|------------|--------------|-----------------|---------------------------------|-------------|
| <input checked="" type="checkbox"/> Morphine 20 Mg/5 ML Oral Solution 13mg + 3L + Q3hr PRN | Pain, SOB | Jun 16, 2020 | Zandra Jones | Caregiver, Patient, Nurse | edit Refill |

Select the badge to view dispensing details, including the dispense date, days supply, quantity, the user who requested the delivery and delivery cancellation information if a cancellation request has been sent.



| Dispense Date | Days Supply | Quantity | Requested By | Cancel Date | Cancelled By | Actions |
|---------------|-------------|----------|----------------|-------------|--------------|-----------------|
| 06/16/2020 | 15 | 20 tabs | Matthew Abbott | | | Cancel Delivery |

This information can also be reviewed by selecting **View Disperses** from the **Actions** menu.

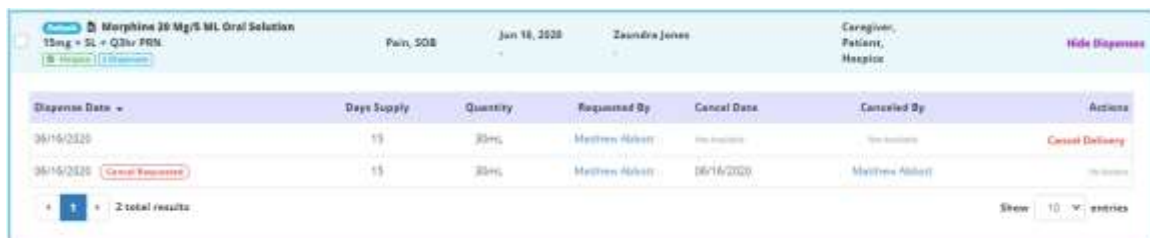


Delivery Cancellation - For delivery cancellation, select **View Disperses** from the **Actions** menu or select the dispenses badge for the medication you want to cancel. Select **Cancel Delivery** on the delivery you want to cancel.



| Dispense Date | Days Supply | Quantity | Requested By | Cancel Date | Cancelled By | Actions |
|---------------|-------------|----------|----------------|-------------|--------------|-----------------|
| 06/16/2020 | 15 | 20 tabs | Matthew Abbott | | | Cancel Delivery |

The dispensing information will update to reflect the user who submitted the delivery cancellation and the date the cancellation was made. A badge will be added to the row so users can easily identify canceled deliveries in the dispensing information for that medication.



| Dispense Date | Days Supply | Quantity | Requested By | Cancel Date | Cancelled By | Actions |
|---------------|-------------|----------|----------------|-------------|----------------|-----------------|
| 06/16/2020 | 15 | 20mL | Matthew Abbott | | | Cancel Delivery |
| 06/16/2020 | 15 | 20mL | Matthew Abbott | 06/16/2020 | Matthew Abbott | |

Non-Covered Items

As part of the regulatory changes finalized in the [CMS Final Rule for FY 2022](#), hospice organizations are required, as of October 1, 2022, to update the addendum to include a furnished date and reason why the patient/representative refused to sign, if applicable. This addendum, the Patient Notification of Hospice Non-Covered Items, Services and Drugs, will provide the requester with an accounting of items, services and drugs which have been determined by the hospice to be unrelated to the patient's terminal diagnosis and related conditions and therefore not covered by the hospice. Document the notification of patients and caregivers of this right, document the request for an addendum, document relatedness and generate an addendum to deliver to the patient or caregiver. Users must have patient chart, visits and medication profile permissions in their user profile to perform the process.

| Requested Date * | Requested By | Name | Addendum Status | Signature Status | Signature Date | Actions |
|------------------|--------------|------------------|-----------------|------------------|----------------|---|
| 01/01/2022 | Patient | AArdvark, Arthur | Saved | Not Signed | Not Available |     |
| 01/01/2022 | Patient | AArdvark, Arthur | Created | Not Signed | Not Available |     |
| 01/01/2022 | Patient | AArdvark, Arthur | Created | Not Signed | Not Available |     |
| 02/16/2022 | Patient | AArdvark, Arthur | Created | Not Signed | Not Available |     |

1 4 total results Show 5 entries

The **Non-Covered Items** page allows users to generate and manage the addenda for a patient. To add a new addendum for a patient, select **Generate Addendum** and enter the requested date, requested by, the name of the requester and the furnished date. If the patient is requesting the addendum, their name will automatically populate in the name field. Once entered, select **Generate Addendum** to create, view, and update the addendum.





Generate Election Statement Addendum

| | |
|---|--|
| Requested By * <input type="text" value="Select Requested By"/> | Requested Date * <input type="text" value="MM/DD/YYYY"/> |
| Name <input type="text" value="Enter Name"/> | Furnished Date * <input type="text" value="MM/DD/YYYY"/> |


Once created, the **Patient Notification of Hospice Non-Covered Items, Services and Drugs** form will pre-populate with the following information:

- General Information

- Diagnoses Related to the Terminal Illness
- Diagnoses Unrelated to the Terminal Illness
- Non-Covered Items, Services and Drugs
- Note
- Right to Immediate Advocacy
- Acknowledgement of non-covered items, services and drugs not related to my terminal illness and related conditions




Select **Cancel** to remove any changes made to the form, select **Save** to save any changes and select **Complete** to mark the form as ready to send to the patient/representative. All generated forms for a patient will be visible on the Non-Covered Items page. Once a form has been completed, it will be in “To Be Sent” status. Select the  or  icon to print or save a copy of the form. Select  to make changes to the form or select  to remove the form.

Once the form has been printed and delivered to the requester, select the green **Mark as Sent** hyperlink from the **Actions** column. The status of the document will then update to “Furnished”. Once the form has been signed, or refused to sign by the requester, select **Mark as Signed** or **Refused to Sign** to upload the document. Then enter the date signed or refused and select **Save**.

| Requested Date | Requested By | Name | Addendum Status | Signature Status | Signature Date | Actions |
|----------------|--------------|------------------|-----------------|---|----------------|-----------------------------|
| 09/17/2021 | Patient | AA HOSPICE, TEST | Furnished |  | Not Available | Mark as Sign in Progress... |

Upload a signed copy of the Non Covered Items Addendum for patient AA HOSPICE, TEST.

Please Upload Document * Select the date the Non Covered Items Addendum for patient was signed. *

Once the form has been uploaded and marked as **Signed** or **Refused to Sign**, the signature status column will display a  if signed or  if refused to sign as well as the date. If the signature status needs to be updated, choose the  to update the status.

eMAR

Users can track medication administration history in the Electronic Medication Administration Record (eMAR). Users must have eMAR permissions in their user profile to perform the process. A list of the patient’s active medications appears on the eMAR screen.

The time period filter enables users to select a **Daily**, **Weekly** or **Monthly** view of the eMAR, and the date arrows enable users to change the day, week or month. To return to the current day, select **Today** next to the time period filter. In the

Show Medications menu, users can filter medications by taken, refused or unable to take. By default, the filter will be set to view all.

Electronic Medication Administration Record (eMAR)


Branch: All

Status: Active

Level of Care: All

Search Patient...

- Aardvark, Arthur
- Aardvark, Apulian
- Abas, Patient
- Accord, Angel
- Accord, Charlemark
- Adams, Abigail
- Adams, Morticia
- Adams, Wednesday



Aardvark, Arthur 0000057

Male • 38 Years Old • General Inpatient Care • Full Code

Active • 1 North Central Axxess, Phoenix, AZ • (325) 867-5329 • 02/14/1984 • [View Detail](#)

[Print Worksheet](#)

[Download eMAR](#)

Electronic Medication Administration Record

Daily Weekly Monthly Today < Feb 24, 2022 >

Show Medications: All

| Medication | 6am | 7am | 8am | 9am | 10am | 11am | 12pm | 1pm |
|--|-----|------------------------------|-----|-----|------|------|------|-----|
| <p>Hydrocodone</p> <p>acetaminophen-codeine 300 mg-60 mg oral tablet</p> <p>1 • Mouth • Daily</p> <p>Pain relief • Hydrocodone</p> <p>Start Date: 02/23/2022</p> <p>Discontinue Date: N/A</p> | | <p>08:30 AM</p> <p>Taken</p> | | | | | | |
| <p>Hydrocodone</p> <p>Advil 200 mg oral tablet</p> <p>1 pill • Orally • BID - Twice Daily</p> <p>v/z • Hydrocodone</p> <p>Start Date: 01/05/2022</p> <p>Discontinue Date: N/A</p> | | | | | | | | |
| <p>Hydrocodone</p> <p>Afrezza</p> <p>25-mg • 2 • BID - Twice Daily</p> <p>Insulin • Hydrocodone</p> <p>Start Date: 02/11/2022</p> <p>Discontinue Date: N/A</p> | | | | | | | | |

To document a medication action, select the day or time in the medication timeline. In the **Add Medication Action** window, the medication and dosage will populate in the medication and dosage field. The date and time fields will populate based on where the user selected the timeline. Users can adjust these fields as needed. Under medication action, select **Taken**, **Refused** or **Unable to Take**. The name of the user adding the medication action will populate in the clinician field. Users with permission to reassign medications can edit the clinician field. Enter the clinician’s initials under clinician initials. If a family member or caregiver administered the medication, check the Given by Family/Caregiver box. Enter comments as needed and select **Save** to finish documenting.

Add Medication Action

Medication and Dosage

Advil 200 mg oral tablet

Date * 02/24/2022 **Time *** 06:30 AM

Medication Action *

Taken Refused Unable to Take

Clinician * Christopher Q **Clinician Initials ***

Given by Family/Caregiver

Comments


Search for Template

You have 2000 remaining characters.

[Save](#) [Cancel](#)



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Once added, the medication action will appear on the eMAR at the documented date and time.



Select or hover over a medication action to view the clinician, comments and edit or delete the medication action. Select the  to update the action or select the  to delete the action. Users must have permission to edit and delete medication actions using these icons. If a medication has been discontinued or is not yet active, the medication row will be disabled and actions cannot be added.

To download the current view of the eMAR, select the **Download eMAR** button in the header. Users can also access the eMAR by selecting the **View eMAR** hyperlink in a patient's Medication Profile.

Plan of Care

This link will take the user to the Plan of Care (POC) for the patient. It will be visible in three tabs:

Comprehensive Plan of Care - Showing all areas of the POC in a non-editable view. Users can **Print** or **Download** by selecting the buttons in the top right. The POC is split between patient information, provider information, diagnoses, clinical information and additional orders.

Comprehensive Plan Of Care Problem Statements History [Print](#) [Download](#)

Patient Information

| First Name | MI | Last Name | Suffix | Date of Birth | Gender | MRN |
|-------------------------------------|--|---------------------------|-------------------------|---------------|-----------|-----------------|
| Angel | n | Accord | | 08/15/1960 | Female | Accord010 |
| Address Line 1 | | Address Line 2 | City | State | ZIP | Medicare Number |
| 16000 Dallas Parkway | | | Dallas | TX | 752486607 | 321654887A |
| Medicare Beneficiary Identification | Location | | PhoneNumber | | | |
| S6985478965 | Home - Q5001 | | Home: (214) 575-7711 | | | |
| Legal Representative | Attending Physician | | | | | |
| | JONES, ZALINDRA NPI: 1902803224 4591 SOCASTEE BLVD MYRTLE BEACH, SC 295887209 (843) 497-5929 (Office), (843) 293-1115 (Fax) | | | | | |
| Admission Date | Level of Care | Benefit Period Start Date | Benefit Period End Date | | | |
| 11/13/2019 | | 05/11/2020 | 07/09/2020 | | | |

Provider Information

| Provider Name | Provider NPI | Address Line 1 | Address Line 2 | City |
|---------------------------------|--------------|----------------------|-----------------------|---------|
| Testing Home Health Agency, Inc | 1234567899 | Dallas Parkway 16000 | 1717 E Belt Line Road | Coppell |
| State | ZIP | | | |
| TX | 75019 | | | |

Diagnoses

| Terminal Diagnosis | Comorbidities |
|--------------------------------------|--|
| I67.1 Cerebral aneurysm, nonruptured | I30.0 Acute nonspecific idiopathic pericarditis G30.1 Alzheimer's disease with late onset |

Clinical Information

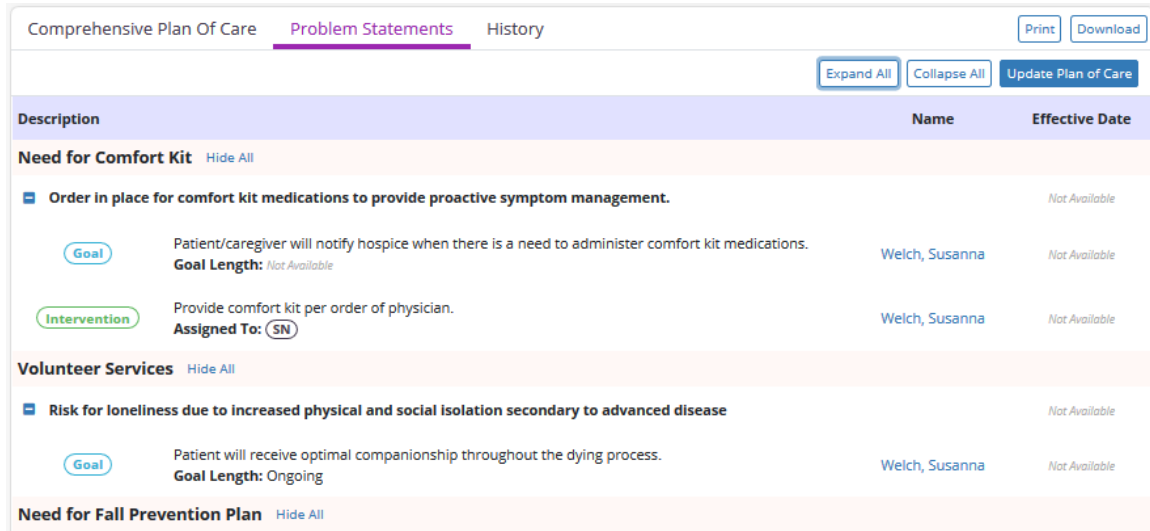
| Medications | Allergies |
|---|--|
| LORazepam 0.5 mg oral tablet, 2 tab: oral 3 times daily, anxiety, Start: 05/11/2020, Caregiver, Patient, Hospice, Covered by Hospice | 123, New Allergy, Peanut Allergy, poop |
| DME | Supplies |
| | |
| Diet | Activities |
| | |
| Emergency Preparedness | Visit Frequencies |
| Emergency Triage: Moderate The patient's symptoms are managed at this time and services may be postponed and replaced with telephone contact without detriment to the patient. | |
| Evacuation | |
| | |
| Advance Directives | |
| Full Code | |

Additional Orders

SN Evaluation Performed: Need for Hospice Services Indicated
 Physician Contact:
 Verbal Certification Received:
 Pronouncement of Death:

Problem Statements - Showing the problems/goals/interventions with ability to update. Users can **Print** or **Download** by selecting the buttons in the top right.

Expand each problem area by selecting the **View All** hyperlink then expand each problem statement by selecting the **+** icon to view the intervention and goal. See all interventions and goals by selecting the **Expand All** button or minimizing them by selecting the **Collapse All** button.



| Description | Name | Effective Date |
|--|----------------|----------------|
| Need for Comfort Kit Hide All | | |
| <input checked="" type="checkbox"/> Order in place for comfort kit medications to provide proactive symptom management. | | Not Available |
| Goal: Patient/caregiver will notify hospice when there is a need to administer comfort kit medications. Goal Length: Not Available | Welch, Susanna | Not Available |
| Intervention: Provide comfort kit per order of physician. Assigned To: SN | Welch, Susanna | Not Available |
| Volunteer Services Hide All | | |
| <input checked="" type="checkbox"/> Risk for loneliness due to increased physical and social isolation secondary to advanced disease | | Not Available |
| Goal: Patient will receive optimal companionship throughout the dying process. Goal Length: Ongoing | Welch, Susanna | Not Available |
| Need for Fall Prevention Plan Hide All | | |

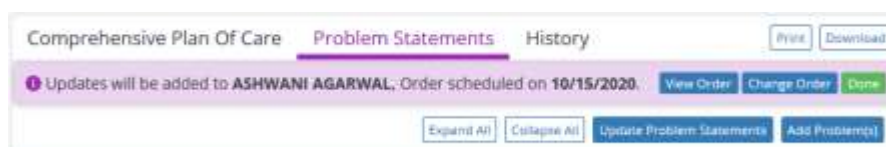
Select the **Update Plan of Care** button to make changes, then select the **Create Physician Order** button.



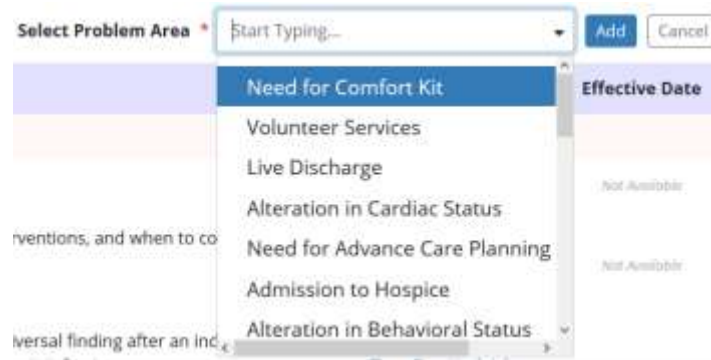
New physician order dates will be auto-generated to the date it was created. Find physician tied to an order and select the **Create** button.



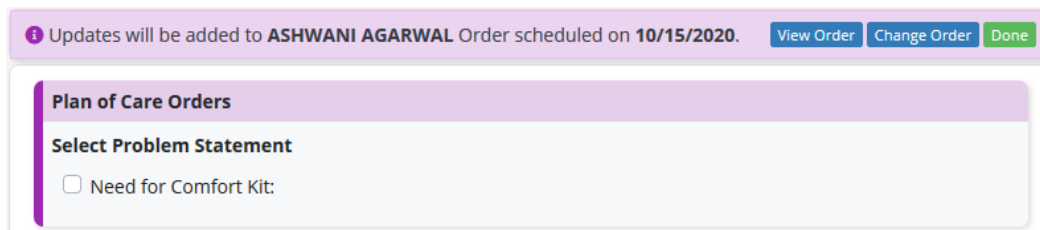
Select the **Add Problem(s)** button once the new physician order is created.



Start typing a problem area or select the drop-down area to browse the available list. Select the **Add** button once the desired problem area is found.



Select the problem statement checkbox and make optional edits to the description.



Select the goal(s) by selecting the checkbox(es), make edits to the text and choose a goal length. Select the intervention(s) by selecting the checkbox(es), make edits to the text and choose which discipline to assign to (you are able to choose from more than one). Select the **Complete** button when finished.

A green confirmation pop-up will show up saying, "Success! You have successfully added Problem(s)." Then choose to **Go to Plan of Care** or Close.

Goals

Verbalize Understanding of Medications:

Patient/caregiver will verbalize understanding of administration, dosing, and indication for each comfort kit medication.

Goal Length

▼

Verbalize Proper Storage:

Call Hospice for Initial Use:

Other:

Interventions

Perform: Provide Comfort Kit:

Provide comfort kit per order of physician.

Assign to:

|

Teach SN

Teach MSW

Assignments:

NOTE: Asterisks must be removed with patient-related information to save.

History - Showing pending and active POC for a patient. Select the **Name** hyperlink to view the POC.

| Comprehensive Plan Of Care | | | | Problem Statements | | History | |
|---|------------|----------------------|---------|--------------------|--|---------|--|
| Name | Start Date | Assigned to | Status | | | | |
| Initial Plan of Care | 09/30/2019 | Thibodeaux, Travis | Active | | | | |
| Physician Order - Need for Comfort Kit | 12/13/2019 | Welch, Susanna | Pending | | | | |
| Physician Order - Volunteer Services | 12/13/2019 | Welch, Susanna | Pending | | | | |
| Physician Order - Need for Fall Prevention Plan | 01/23/2020 | Barkins, Lorna | Pending | | | | |
| Physician Order - Alteration in Comfort: Pain | 01/23/2020 | Barkins, Lorna | Pending | | | | |
| Recert Plan Of Care | 01/10/2020 | Santos, Jean | Active | | | | |
| Physician Order - Need for Infection Management | 04/02/2020 | Noack, Heidi | Pending | | | | |
| Physician Order - Need for Infection Management | 04/02/2020 | Cinquegrana, Brandon | Pending | | | | |

Vital Signs

View vital sign logs that enable clinicians to monitor patient status and provide helpful insights into eligibility and treatment decisions. To access the vital sign logs, users must have permission to view patient charts. The vital signs log displays all the patient's vital signs and additional measurements for the last 90 days. Select a date range from the filter at the top of the log or click the **Vital Signs** or **Additional Measurements** tabs to view the desired data.

| Vital Signs | | Additional Measurements | | | | | | | |
|-------------|------------------|-------------------------|--------------------|-----------------------|----------------|---------------------|-------------------|------------|--|
| Date | Entered By | Task | Pulse | Blood Pressure (mmHg) | Temperature | Respirations (/min) | O2 Saturation (%) | Actions | |
| 02/15/2022 | Partida, Jessica | Skilled Nurse Visit | 76 Apical Sitting | 173/85 Sitting (L) | 98 °F Oral | 10 | 15 On Oxygen | No Actions | |
| 02/07/2022 | Partida, Jessica | Skilled Nurse Visit | 58 Apical Standing | 186/80 Lying (R) | 96 °F Temporal | 10 | 10 On Room Air | No Actions | |
| 01/26/2022 | Partida, Jessica | Skilled Nurse Visit | 68 Apical Lying | 173/85 Lying (L) | 89 °F Temporal | 10 | 15 On Oxygen | No Actions | |

3 total results
 Show entries

Vital signs, including pulse, blood pressure, temperature, respirations and O2 saturation will automatically be logged when documented during patient visits. Vital signs that are documented as unable to be obtained will be indicated as such in the log. Additionally, any vital signs that are not documented during a visit will be blank in the log.

Additional measurements, including mid-arm circumference (cm), height, weight, BMI, PPS/KPS, FAST and NYHA will also be logged when documented during patient visits and will appear on the **Additional Measurements** tab in the log. Any additional measurements that are not documented during a visit will be blank in the log.

| Vital Signs | | Additional Measurements | | | | | | | | |
|-------------|------------------|-------------------------|----------------------------|--------|---------|-----|-----------|------|------|------------|
| Date | Entered By | Task | Mid-Arm Circumference (cm) | Height | Weight | BMI | PPS/KPS | FAST | NYHA | Actions |
| 02/15/2022 | Partida, Jessica | Skilled Nurse Visit | 20 R | 52 in | 148 lbs | 27 | 90% / 90% | 1 | I | No Actions |
| 02/07/2022 | Partida, Jessica | Skilled Nurse Visit | 10 R | 52 in | 150 lbs | 23 | 90% / 70% | 5 | III | No Actions |
| 01/26/2022 | Partida, Jessica | Skilled Nurse Visit | 10 R | 6 in | 145 lbs | 23 | 60% / 90% | 2 | II | No Actions |

3 total results
 Show entries

The log can also be accessed from the **Vital Signs/Additional Measurements** section of all clinical documentation. Finally, the log can be accessed from the **Scales/Measurements** section of the **IDG Summary** in the **IDG Center**.

Symptom Ratings

View symptom ratings logs that enable clinicians to monitor patient status and provide helpful insights into eligibility and treatment decisions. To access the symptom ratings logs, users must have permission to view patient charts. The symptom ratings log displays the patient's documented symptom ratings and pain scores for the last 90 days. To see data, select a different date range from the filter at the top of the log.

| Date Range | | 11/26/2021 - 02/24/2022 | | | | | | | | | | | | |
|------------|------------------|-------------------------------|------|---------|----------|--------------|------------|-----------|---------|--------|---------------|----------|------------|---------|
| Date | Entered By | Task | Pain | Anxiety | Appetite | Constipation | Depression | Dizziness | Dyspnea | Nausea | Sleep Pattern | Vomiting | Weakness | Actions |
| 02/07/2022 | Partida, Jessica | Skilled Nurse Telehealth Note | 2 | 2 | 0 | 2 | 0 | 0 | 2 | 3 | 1 | 1 | No Actions | |

1 total results Show 50 entries

The log can also be accessed from the **Symptom Ratings** section of some clinical documents. Finally, the log can be accessed from the **Scales/Measurements** section of the **IDG Summary** in the **IDG Center**.

Level of Care History

The **Level of Care History** screen displays the patient's admission date, discharge date and admission type. Click **View Details** under **Actions** to view the patient's level of care history.

| Admission Date | Discharge Date | Type | Actions |
|--|----------------|---------------|------------------------------|
| 08/12/2022 Current Admission Period | Current | New Admission | View Details |

If the patient has multiple admission periods, the levels of care will be displayed with the current level of care to the oldest level of care.

| Admission Date | Discharge Date | Type | Actions |
|--|----------------|---|--|
| 10/14/2021 | Current | New Admission | View Detail In Progress |
| Level Of Care Routine Home Care General Inpatient Care Respite Care Routine Home Care | | Start Date 10/09/2022 11/04/2022 10/17/2021 10/14/2021 | End Date Current 03/29/2022 01/23/2022 01/23/2022 |

Deleted Tasks

The following information will appear for each deleted task: Task, Scheduled Date, Scheduled To, Status, Deleted Date, Deleted By and Actions.

| Task * | Scheduled Date | Scheduled To | Status | Deleted Date | Deleted By | Actions |
|------------------------|----------------|---|--------|--------------|---|---------|
| Hospice Aide Care Plan | 09/08/2022 | Lori Welsch, BCC, DO, MD, MDiv, MSW, Ordained Minister, Other, RN | Saved | 09/09/2022 | Lori Welsch, BCC, DO, MD, MDiv, MSW, Ordained Minister, Other, RN | Restore |
| Physician Order | 09/09/2022 | Lori Welsch, BCC, DO, MD, MDiv, MSW, Ordained Minister, Other, RN | Saved | 09/09/2022 | Lori Welsch, BCC, DO, MD, MDiv, MSW, Ordained Minister, Other, RN | Restore |

1 | 2 total results | Show 25 entries

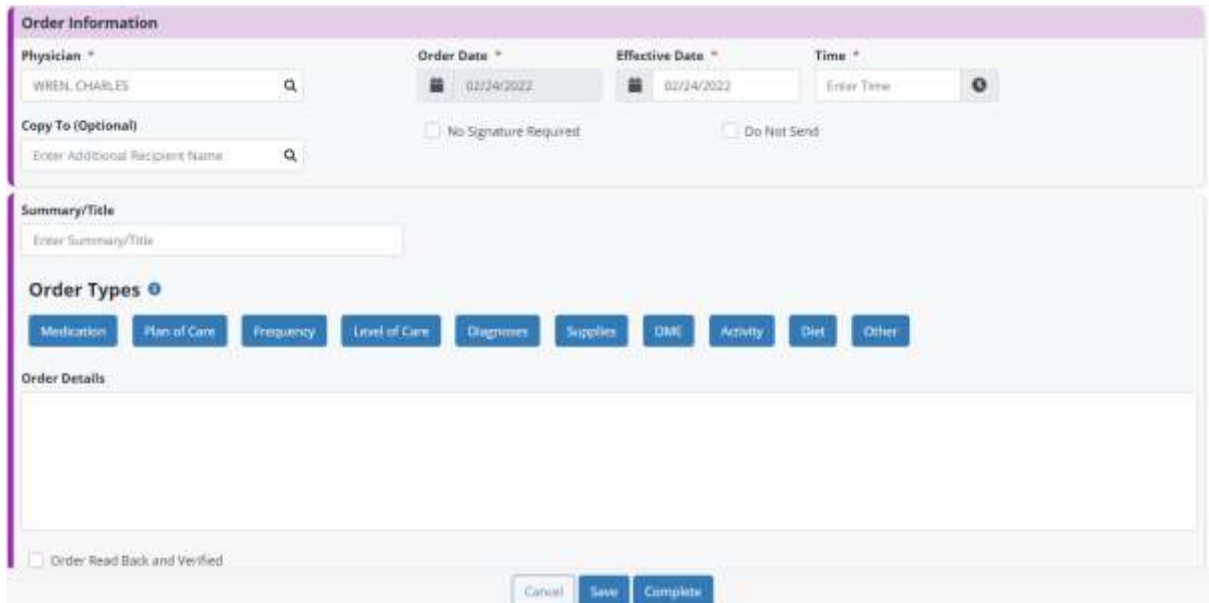
To search for a task by name, type in the search box. Once the desired task is found, select **Restore** under Actions to restore the task back to its original status.

NEW ORDERS

Schedule/Patient Schedule/Add Task/Physician Order

Choose physician order when adding a new task then select the order on the calendar and fill out the following fields:

- Physician - Defaults to attending physician, editable with ability to change physician to any physician in patient chart using type ahead or add new physician.
- Copy To - Text box with ability to add any physician in patient chart using type ahead or add new physician.
- Effective Date - Enter date, defaults to current date. Date can be in the past.
- Time - Editable text box with time picker.
- No Signature Required or Do Not Send - Select either checkbox if applicable.
- Summary/Title - Text box with ability to enter letters and numbers.



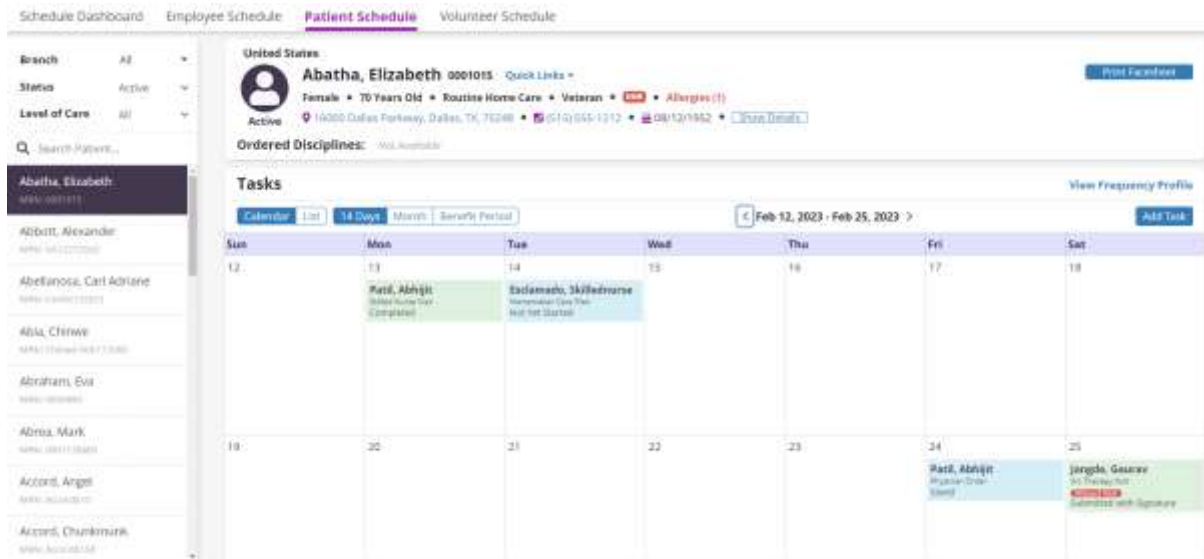
The screenshot shows the 'Order Information' form in the AXXESS system. It includes fields for 'Physician *' (with 'WREN, CHARLES' entered), 'Order Date *' (01/24/2022), 'Effective Date *' (02/24/2022), and 'Time *' (with a clock icon). There is a 'Copy To (Optional)' field for 'Enter Additional Recipient Name'. Below these are checkboxes for 'No Signature Required' and 'Do Not Send'. A 'Summary/Title' field is labeled 'Enter Summary/Title'. The 'Order Types' section features a row of buttons: Medication, Plan of Care, Frequency, Level of Care, Diagnosis, Supplies, DME, Activity, Diet, and Other. A large 'Order Details' text area is provided below. At the bottom left, there is a checkbox for 'Order Read Back and Verified'. At the bottom right, there are 'Cancel', 'Save', and 'Complete' buttons.

- Order Types:
 - Medication
 - Plan of Care
 - Frequency
 - Level of Care
 - Diagnosis
 - Supplies
 - DME
 - Activity
 - Diet
 - Other
- Enter the order details in the free text space.
- Select whether the order is Order Read Back and Verified.

Select the **Save** button to return to later or select the **Complete** button when finished.

SCHEDULE ACTIVITY

Schedule/Patient Schedule

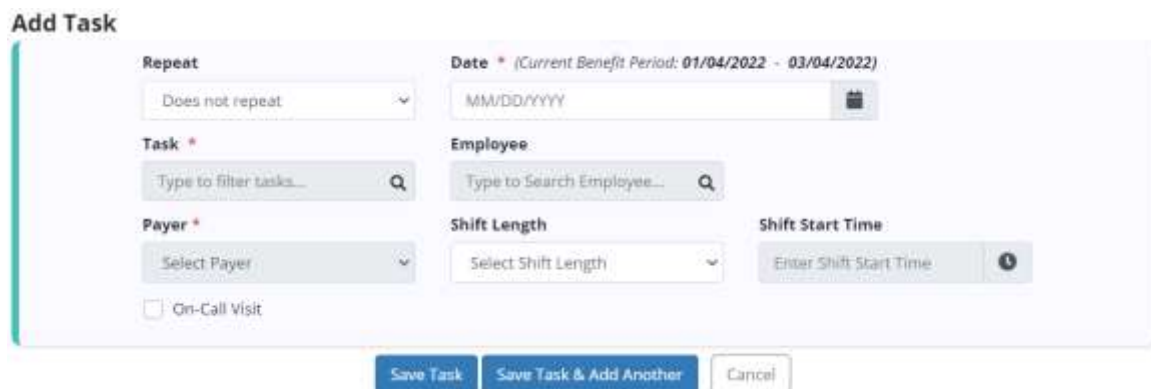


The screenshot displays the 'Patient Schedule' interface. At the top, there are navigation tabs: 'Schedule Dashboard', 'Employee Schedule', 'Patient Schedule' (selected), and 'Volunteer Schedule'. Below the tabs, a patient profile for Elizabeth Abatha is shown, including her status (Active), gender (Female), age (70 Years Old), and location (16200 Dallas Parkway, Dallas, TX, 75248). A 'Tasks' calendar is visible, showing scheduled visits for February 12, 2023, and February 25, 2023. The calendar includes columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. A list of staff members is on the left, with Elizabeth Abatha selected.

The functionality works the same as the Employee Calendar. See the **Task Calendar** section above. Visit frequencies are seen by selecting the **View Frequency Profile** hyperlink at the top of the calendar. Scheduled visits can be moved by selecting the visit, dragging and dropping inside another day in the Medicare week. Frequencies can be made monthly, with visits being moved within the current month.

SCHEDULING A VISIT (PERMISSIONS BASED)

Select the **Add Task** button to schedule a visit.



The 'Add Task' form includes the following fields and options:

- Repeat:** A dropdown menu set to 'Does not repeat'.
- Date:** A date picker field with the current benefit period '01/04/2022 - 03/04/2022' and a calendar icon.
- Task:** A search input field with a magnifying glass icon.
- Employee:** A search input field with a magnifying glass icon.
- Payer:** A dropdown menu set to 'Select Payer'.
- Shift Length:** A dropdown menu set to 'Select Shift Length'.
- Shift Start Time:** A text input field with a clock icon.
- On-Call Visit

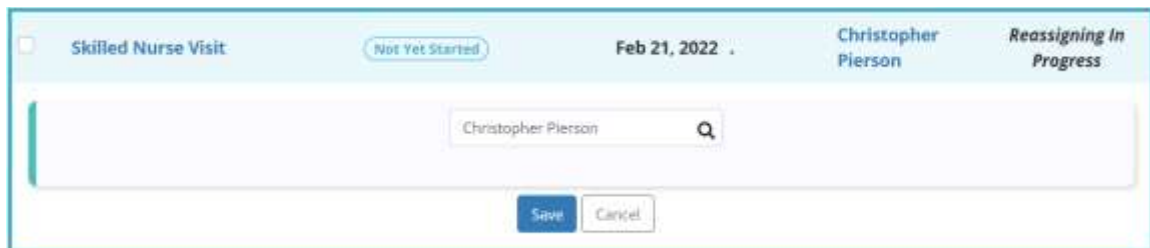
At the bottom of the form, there are three buttons: 'Save Task', 'Save Task & Add Another', and 'Cancel'.

Repeat the task either weekly, biweekly, flexible or monthly. Choose flexible under the repeat drop-down to add multiple tasks under the date entry. Enter the date, for reference the current benefit period dates are shown. Once the date is chosen, the payer will auto-generate the patient's primary payer. Start typing the name of the task or choose from the drop-down list. Then start typing the name of the employee and results will narrow for choices. Choose a shift length from 1-12 hours in hour increments. If a shift length is chosen, then a Shift Start Time must be chosen. Select the on-call visit checkbox if applicable. Select the **Save Task & Add Another** button if there is more than one task to add or select **Save Task** for adding a single task.

Manage individual tasks by choosing any of the five options under the **Action** column next to each task; reassign, missed visit (current/past due tasks), print, download or delete a task.

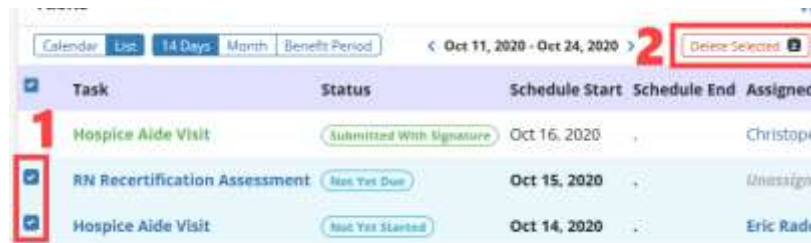


If the user chooses to reassign a single task, select the three-dot button, then choose **Reassign**. A search option will appear to find another clinician. Once found, select the **Save** button to complete.



Deleting Visits (Permissions Based)

To delete visits (before completion), select the checkbox to the left of the task name and then select the **Delete Selected** button in the top right of the chart schedule. To delete all tasks (before completion), select the checkbox in the purple column header, which selects all visits, and select **Delete Selected**.



HOSPICE RN ASSESSMENTS

When charting information in the RN Initial/Comprehensive Assessment visit, some information has already been pulled from the patient's profile. Answer all required questions for the rest of the visit. These are indicated by red asterisks. Even though the following example is for RN, the colors below apply to all clinical documents for all disciplines.

- **Green Boxes** - Information in the green boxes are the HIS questions that will be exported to CMS.
- **Purple Boxes** - These questions generate POC orders.
- **Blue Boxes** - Physical assessment questions.
- **Teal Boxes** - Visit information, patient profile, incident/accident/infection, reports, care coordination notes, etc.

RN Initial/Comprehensive Assessment

Administrative Information

Patient History & Diagnose

Advance Care Planning

Spiritual/Existential

Supportive Assistance

Neuro/Behavioral

Sensory

Pain

Respiratory

Cardiac

Elimination

Functional

Endocrine

Hematological

Integumentary

Pierson, Sirius TX123 Quick Links

Male • 81 Years Old • No Level of Care Selected • * ICD Code • Show Details

Assigned to Pierson, Christopher for 02/23/2022

View Comments

Visit information

| | | | | |
|---|---|---|---|---|
| Visit Date * | Visit Time In * | Visit Time Out * | Travel Time In | Travel Time Out |
| <input type="text" value="02/23/2022"/> | <input type="text" value="Enter Time"/> | <input type="text" value="Enter Time"/> | <input type="text" value="Enter Time"/> | <input type="text" value="Enter Time"/> |

| | | |
|---|--|---|
| Documentation Time (Minutes) | Associated Mileage | Surcharge |
| <input type="text" value="Enter Time"/> | <input type="text" value="Enter Mileage"/> | <input type="text" value="Enter Amount"/> |

Demographics

Edit Patient Info


| | | | |
|--------------------------------------|-------------------------------|--|-----------------------------------|
| First Name * | MI * | Date of Birth * | Gender * |
| <input type="text" value="Sirius"/> | <input type="text" value=""/> | <input type="text" value="09/14/1940"/> | <input type="text" value="Male"/> |
| Last Name * | Suffix * | Marital Status | Race/Ethnicity * |
| <input type="text" value="Pierson"/> | <input type="text" value=""/> | <input type="text" value="Select Marital Status"/> | <input type="text" value=""/> |

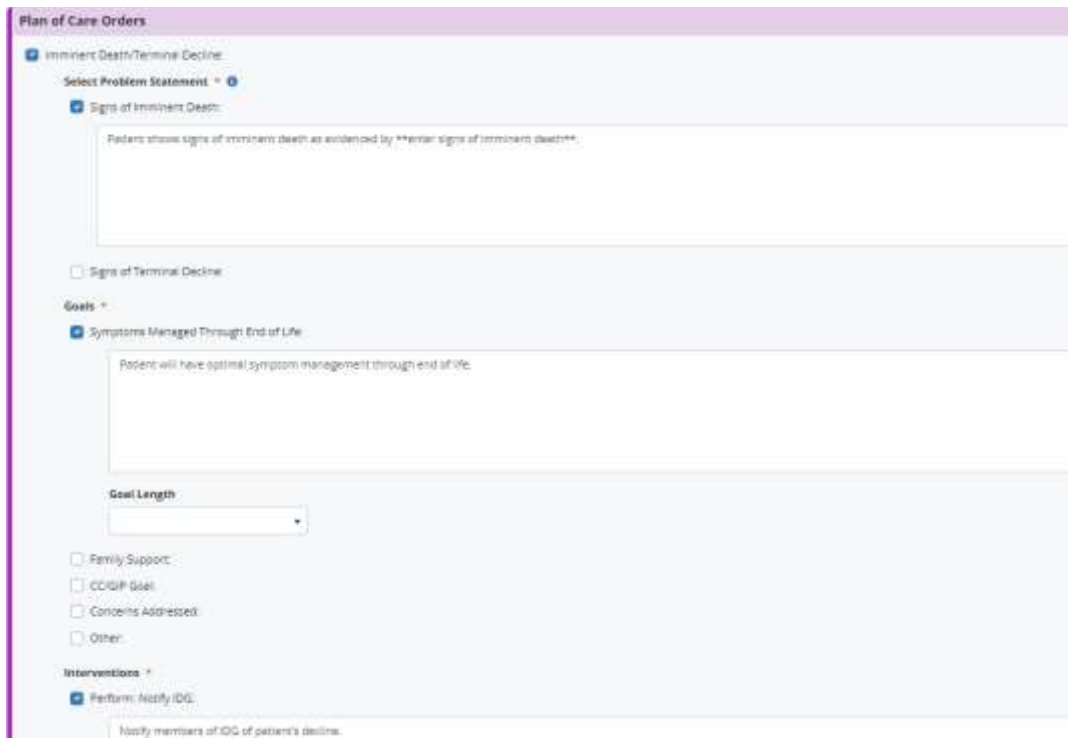
Initial Plan of Care (IPOC) - Hospice RN Initial/Comprehensive Assessment and RN Initial Assessment create the Initial Plan of Care (IPOC) for creating initial orders for care. Except for demographic information, all data that will flow to the Initial Plan of Care is from the summary section, including physician orders section and patient/caregiver goals. There is a button in the Plan of Care Review section to initiate a brief Initial Plan of Care to address the immediate care needs of the patient/caregiver.

Plan of Care Orders - In purple sections at the bottom of RN Initial/Comprehensive and RN Comprehensive Assessments, there are areas to document the POC needs for the problem area being assessed. If asterisks (*) are present, then the system requires customized information.

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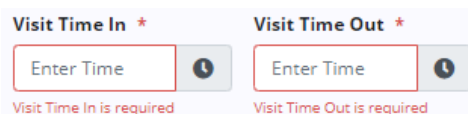

 /Axxess



Throughout clinical documentation for each discipline, required fields are identified with red asterisks. When **Save** or **Complete** is selected, each required field is automatically checked for completion. If any information is missing, a warning message alerts the user to complete the missing information.

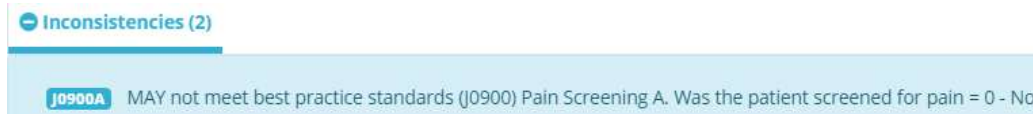


Items that are left blank or have incorrect information will be highlighted in red and a brief explanation of the error will be provided.



The software will automatically move to the next field that requires correction so that each item can be corrected before attempting to save or complete the document again. Once all necessary corrections have been made, a success message will appear on completion.

The HIS scrubber can be run on-demand at any time by selecting the **Check Errors** button at the bottom of the RN Initial/Comprehensive Assessment and the RN Comprehensive Assessment. The system will make sure all HIS questions are answered and not conflicting. When the inconsistency is selected, the user will be taken to the area of the inconsistency. The area will also slightly shake visibly.



In addition to **Check Errors**, the software will also automatically run the HIS scrubber for the RN Initial/Comprehensive Assessment and RN Comprehensive Assessment when the **Complete** button is selected in these documents. Any errors, inconsistencies or warnings will be displayed at the top of the assessment.



Use the arrow buttons to move between each error, inconsistency and/or warning. As users move through each message, the software will automatically move to the appropriate section and highlight the information that needs to be reviewed or corrected. Select **Show All** to view all errors, inconsistencies and warnings as a list. Select **Collapse** to close the list and return to the document.



Once all necessary corrections have been made, select **Check Again** to re-check the document by the HIS scrubber. All errors must be corrected before the document can be completed to prevent the HIS data from being rejected by CMS. While all errors must be corrected, documents can be completed if inconsistencies and warnings remain.

If no warnings or errors are found, then a green disappearing notification will show confirming, "Success."



Select the **Save** button to keep the progress of the visit. Select **Complete** when the user is done with documentation. A popup will appear, and the user must select the checkbox to sign the document then select **Complete**.



The Initial Plan of Care is visible after the RN Initial Assessment or RN Initial/Comprehensive Assessment has been approved from the QA Center. A draft view will be visible from the **Action** menu prior to final approval of content.

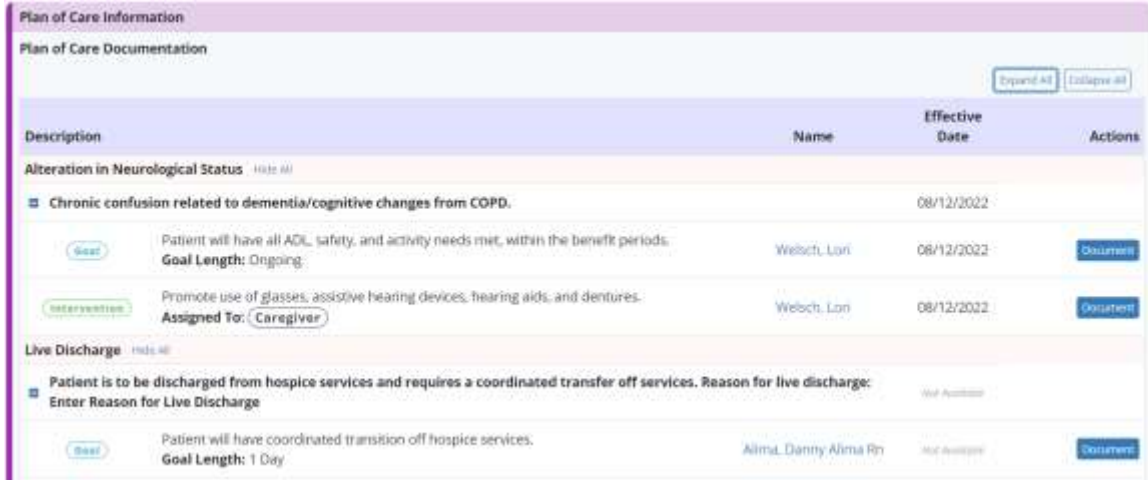
Plan of Care Documentation

To document goals and interventions from the plan of care within a visit, navigate to the **Interventions Performed This Visit** section and select **Plan of Care Documentation**.



Once **Plan of Care Documentation** is selected, a drop-down will appear above Interventions Performed This Visit. The drop-down will display each problem statement on the plan of care with its respective goals and interventions. Select **Document** next to the goal or intervention you wish to document. Once **Document** is selected, the respective problem statement will flow to the Interventions Performed This Visit and Progress Toward Goals sections of the

visit note. Users will only see problem statements with effective dates that are prior to or on the effective date of the visit.



| Description | Name | Effective Date | Actions |
|--|-----------------------|----------------|-----------------|
| Alteration in Neurological Status <small>Hide All</small> | | | |
| <input checked="" type="checkbox"/> Chronic confusion related to dementia/cognitive changes from COPD. <small>Goal</small> Patient will have all ADL, safety, and activity needs met, within the benefit periods. Goal Length: Ongoing | Webbct, Lori | 08/12/2022 | Document |
| <small>Intervention</small> Promote use of glasses, assistive hearing devices, hearing aids, and dentures. Assigned To: Caregiver | Webbct, Lori | 08/12/2022 | Document |
| Live Discharge <small>Hide All</small> | | | |
| <input checked="" type="checkbox"/> Patient is to be discharged from hospice services and requires a coordinated transfer off services. Reason for live discharge: Enter Reason for Live Discharge | | Not Available | |
| <small>Goal</small> Patient will have coordinated transition off hospice services. Goal Length: 1 Day | Alima, Danny Alima RN | Not Available | Document |

Once all the appropriate interventions and goals have been documented, select the **Plan of Care Documentation** button again to hide the plan of care problem statements. To document goals and interventions from the plan of care within a Skilled Nurse Continuous Care Shift Note or Skilled Nurse General Inpatient Shift Note, navigate to the **Plan of Care Review** tab. In the **Interventions Performed This Visit** section, select **Plan of Care Documentation**.

When trying to complete visits and non-patient activities, display warning messages for the following scenarios:

- When a user enters the travel start time but not the travel end time.
- When a user enters the travel end time but not the travel start time.
- When the travel time exceeds one hour.
- When the visit and travel times overlap.
- When the visit time exceeds three hours.

On any of the above warning messages, users can select **Go Back** to return and correct the travel/visit times or **Complete** to complete the note as is.

Add Addendum

To add a document addendum, go to the **Schedule** tab and then click on **Patient Schedule** or **Employee Schedule**. Toggle to the **List** view and locate the task to update. Select **Add Addendum** from the **Actions** menu. This action will only be available for completed tasks that are assigned to the user.

Matthew Abbott mabbott@axxess.com View People Center

Tasks Infection Reports

Calendar List 14 Days Month < Jul 19, 2020 - Aug 01, 2020 > Deselect Selected Bulk Update Add Task

| <input type="checkbox"/> | Task | Status | Schedule Start | Schedule End | Patient | Actions |
|--------------------------|---------------------|-----------------|----------------|--------------|---------------|--------------|
| <input type="checkbox"/> | Skilled Nurse Visit | Completed | Jul 21, 2020 | . | Alfonso, Greg | |
| <input type="checkbox"/> | Skilled Nurse Visit | Not Yet Started | Jul 21, 2020 | . | Hospice, Jake | |
| <input type="checkbox"/> | Skilled Nurse Visit | Completed | Jul 22, 2020 | . | Hospice, Jake | |
| <input type="checkbox"/> | Skilled Nurse Visit | Completed | Jul 22, 2020 | . | Alfonso, Greg | Add Addendum |

Enter the reason for the addendum and select the **Start Addendum** button to begin making changes. If necessary, the reason for the addendum can be updated after changes have been made to the document.

Skilled Nurse Visit **Addendum** Completed Jul 21, 2020 Alfonso, Greg

Reason For Addendum*

Enter reason for Addendum

Once the changes are complete, select the **Confirm Changes** button at the bottom of the screen. Review the reason for the addendum and update as needed. To complete the addendum, select **Complete** and sign the document. Select **Cancel** to return to the document and continue making changes. Once the document has been signed, it will be sent to the QA Center for review.

Documents with addenda will be labeled with an **Addendum** badge displaying the number of addenda associated with the task. To view the document versions, select the badge or select **View Addendum** from the more menu in the **Actions** column.

| <input type="checkbox"/> | Task | Status | Schedule Start | Schedule End | Patient | Actions |
|--------------------------|---------------------|-----------------------------|----------------|--------------|---------------|---------|
| <input type="checkbox"/> | Skilled Nurse Visit | 1 Addendum Completed | Aug 06, 2020 | . | Axxess, First | |

When the **Addendum** badge or **View Addendum** button is selected, a table will open to display each completed version of the document, the status of each version, the user who completed the document, and when the document version was completed. Select the or icon to view a document.

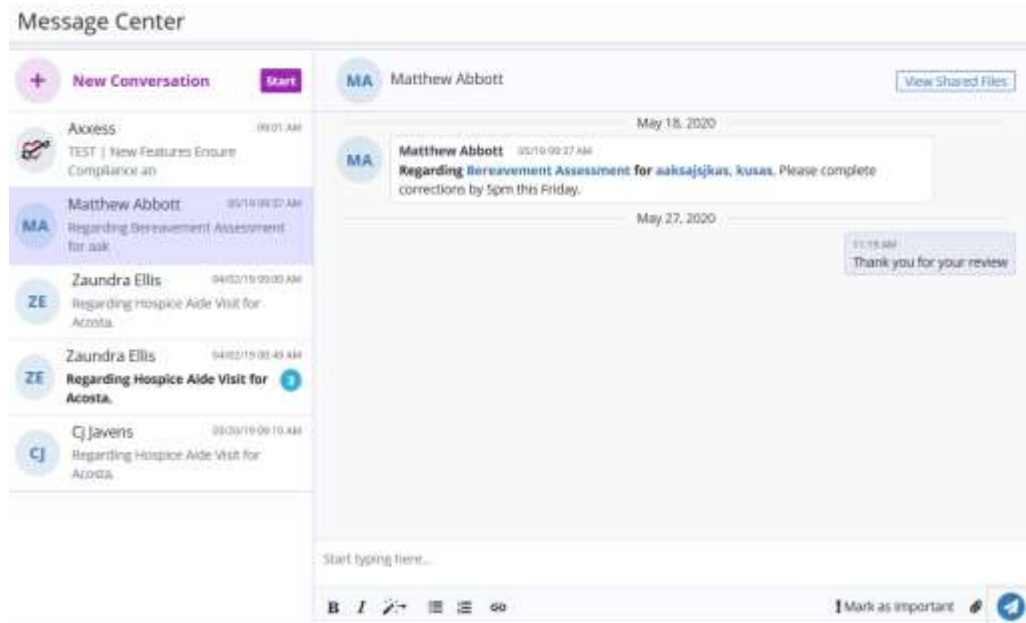
| Addendum Version | Status | Completed On | Completed By | Actions |
|-------------------|-----------|--------------|----------------|---|
| 1 | Completed | Aug 07, 2020 | Matthew Abbott |   |
| Original Document | Completed | Aug 07, 2020 | Matthew Abbott |   |

MESSAGE CENTER



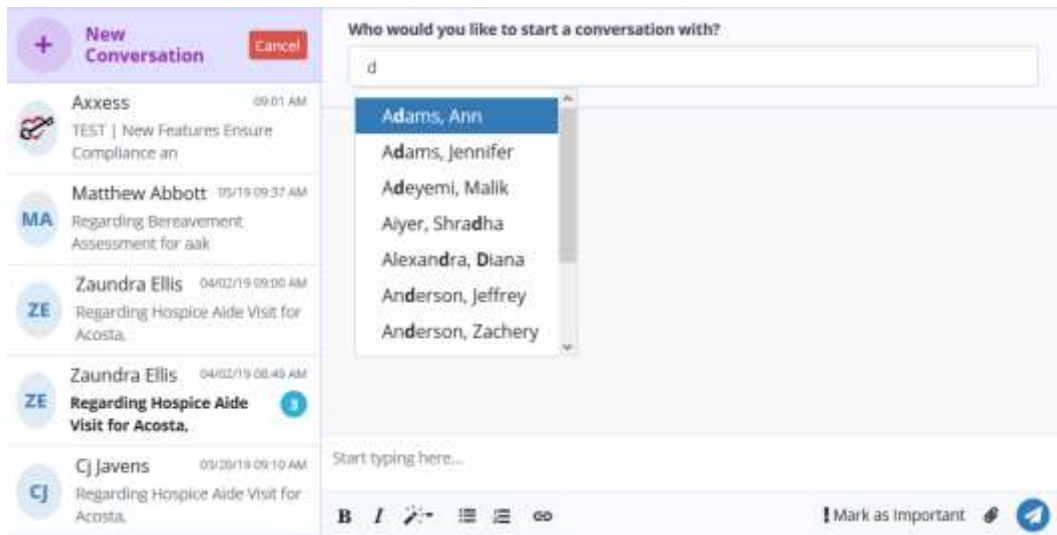
The Message Center is a place for all staff to communicate internally related to patient care with functionality to attach items and message groups as well as individuals. There are two ways to access notifications/messages:

1. Select the envelope icon at the top right side of the page.
2. My Dashboard has a hyperlink to **View All Messages** at the bottom of the Unread Messages tile.






Search through conversations by entering text in the search field. Select the purple **Start** button to create a new conversation.

New Conversation - Start typing the name of a desired user in the organization, then select when given a choice from drop down options.



Start writing the conversation in the text box at the bottom of the page that says, “Start typing here...” Change text in the bar right below the text box.

-  - Mark the importance of a message.
-  - Add attachment to message.
-  - Send message.

HELP CENTER

A great resource that is available 24/7 is our Help Center. It is a place to get answers to frequently asked questions or watch videos on all our Axxess products. To access the Help Center, navigate to the **Help** tab and select **Help Center** or go to <https://www.axxess.com/help/>.

