

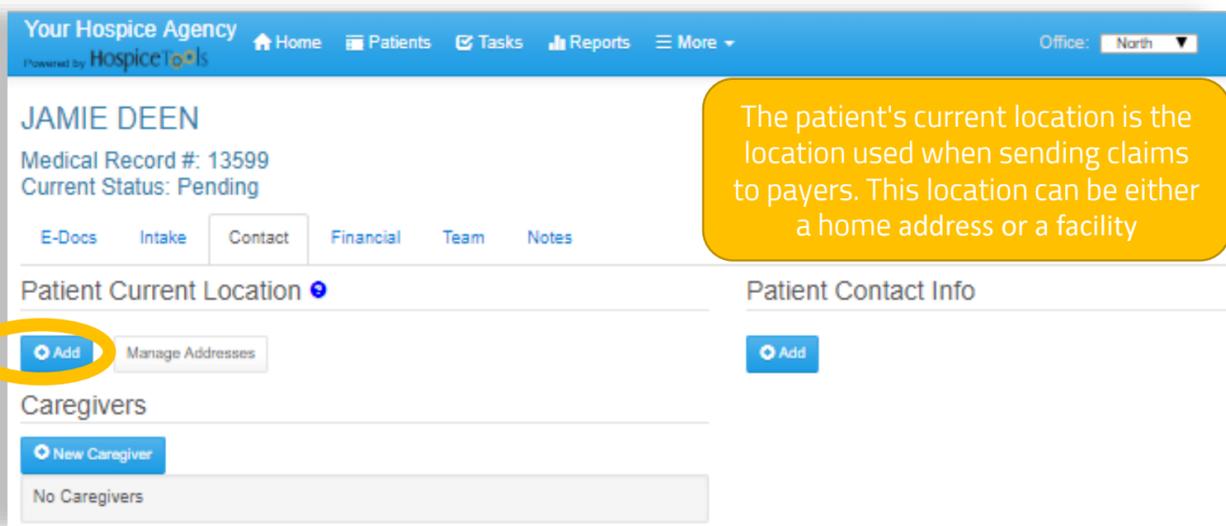
Adding Patient Facility Location

- Log into Hospice Tools eDocs mobile app or on the Web @ <https://edocs.hospicetools.com/>, Search for your patient in the search bar or click **PATIENTS** in the top bar or **VIEW CHARTS** on the dashboard, for a list of all patients.
- Once a patient is selected you will automatically be directed to patient's Intake / Face Sheet. Click the **CONTACTS** tab to go to the contact details page where you may enter or edit patient & caregiver contact details.

1

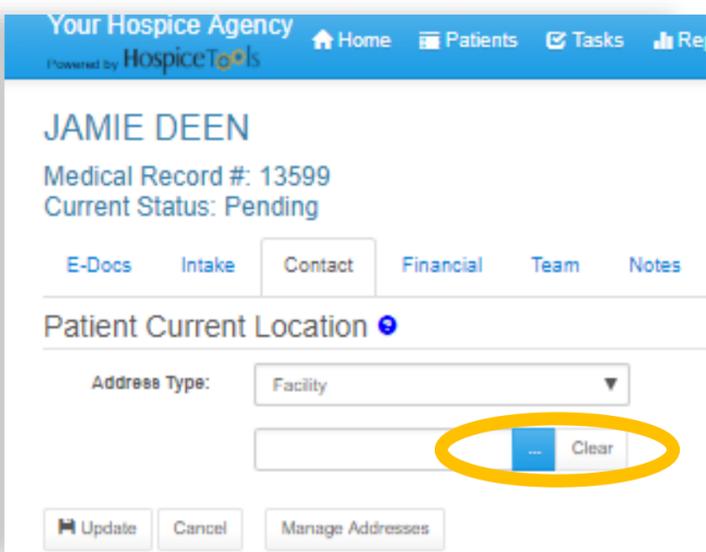
How to Add Patient's Current Location

Under Patient Current Location Click **+Add** and select either **Home** or **Facility**



2

Select FACILITY as Current Location & Master Files



When you select **FACILITY** as the patient's current location, a Master List Field will appear.

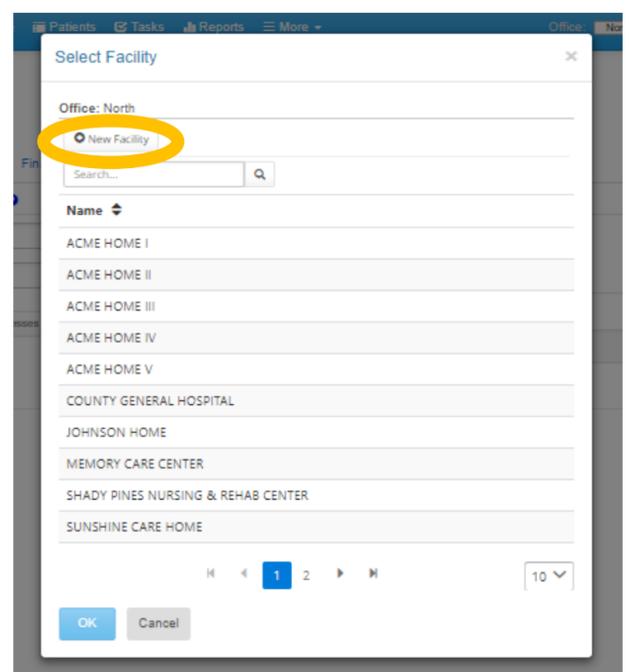
Click on the blue box and a list of verified Facilities from the Master File will pop-up.

Select from the list, click OK, and the selection will appear in the field.

If the **FACILITY** you wish to enter is **not in the Master File**, click on the button **+NEW** and add the facility to the Master File. Once entered, click the blue box and select the facility from the list.

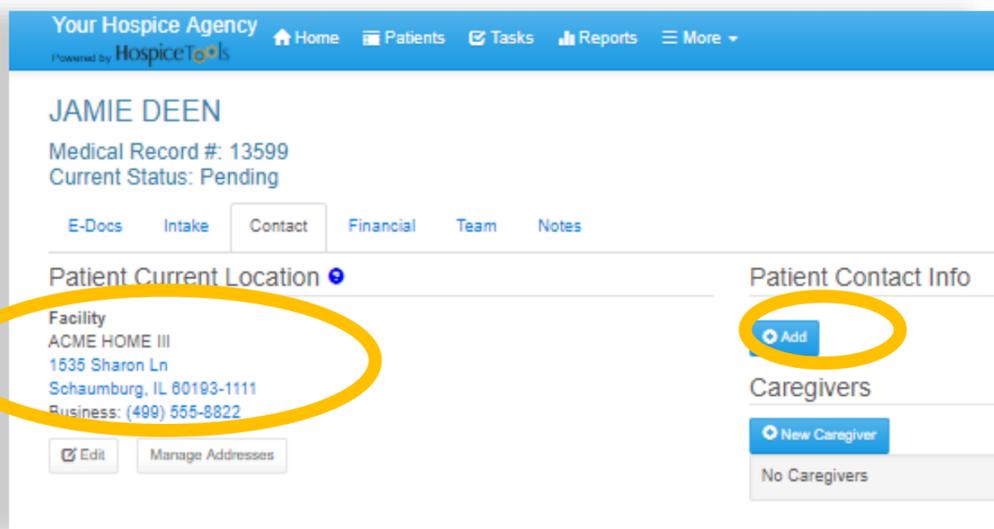
Editing Master Files requires permissions based on **Job Titles** set up in **USER MANAGEMENT**:

<https://edocs.hospicetools.com/admin/users>

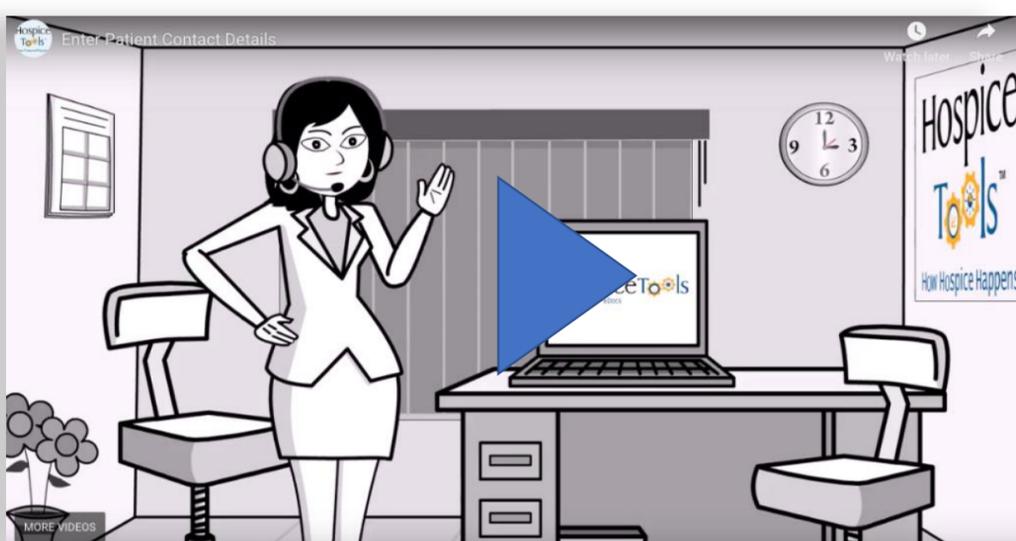


Once the Facility is selected, click **UPDATE**, and facility name and address will automatically appear under **PATIENT CURRENT LOCATION**

To add patient specific contact details, click **+Add** under **PATIENT CONTACT INFO** and you can enter and label patient's phone numbers and email address.



Watch the Movie (must have internet connection)



Adding Patient Home Location

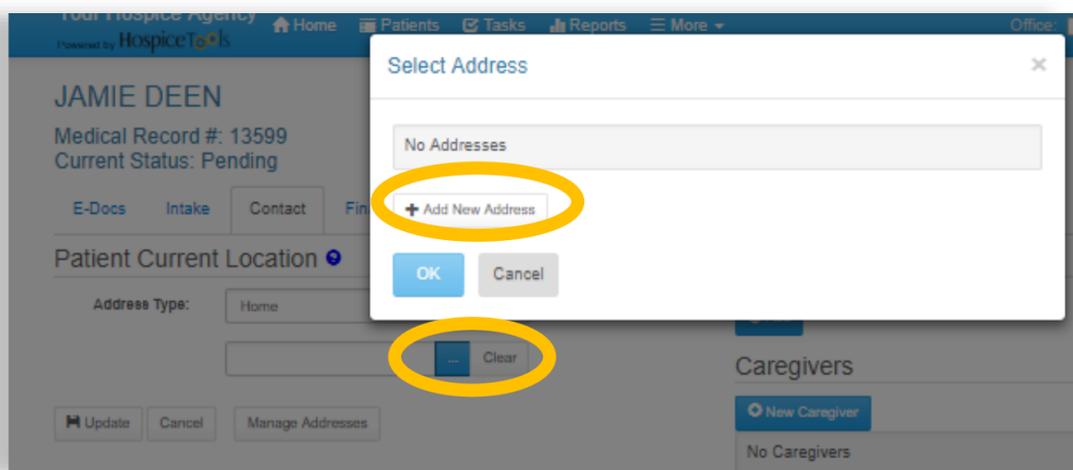
- Log into Hospice Tools eDocs mobile app or on the Web @ <https://edocs.hospicetools.com/>, Search for your patient in the search bar or click **PATIENTS** in the top bar or **VIEW CHARTS** on the dashboard, for a list of all patients.
- Once a patient is selected you will automatically be directed to patient's Intake / Face Sheet. Click the **CONTACTS** tab to go to the contact details page where you may enter or edit patient & caregiver contact details.

3

Selecting HOME as Patient Current Location

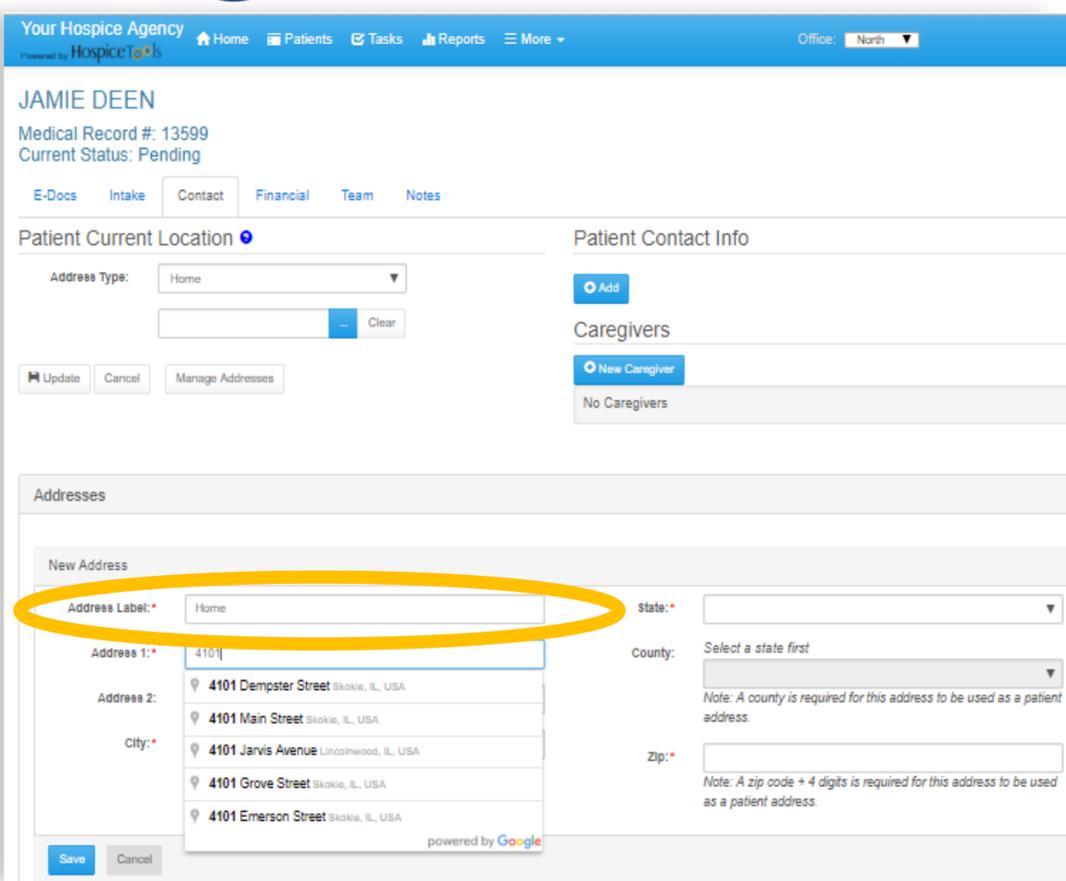
Under **PATIENT CURRENT LOCATION** click **Add** to select **HOME**, or **Edit** and then select **HOME** if patient is switching locations

To add a Home Address click the **blue button** and then **+ Add New Address**



4

Label & Enter Address Details



Label the address – in this case we'll label it **HOME**, and enter the address details.

As you enter the address, the auto-address fill feature should provide an exact location and complete zip code.

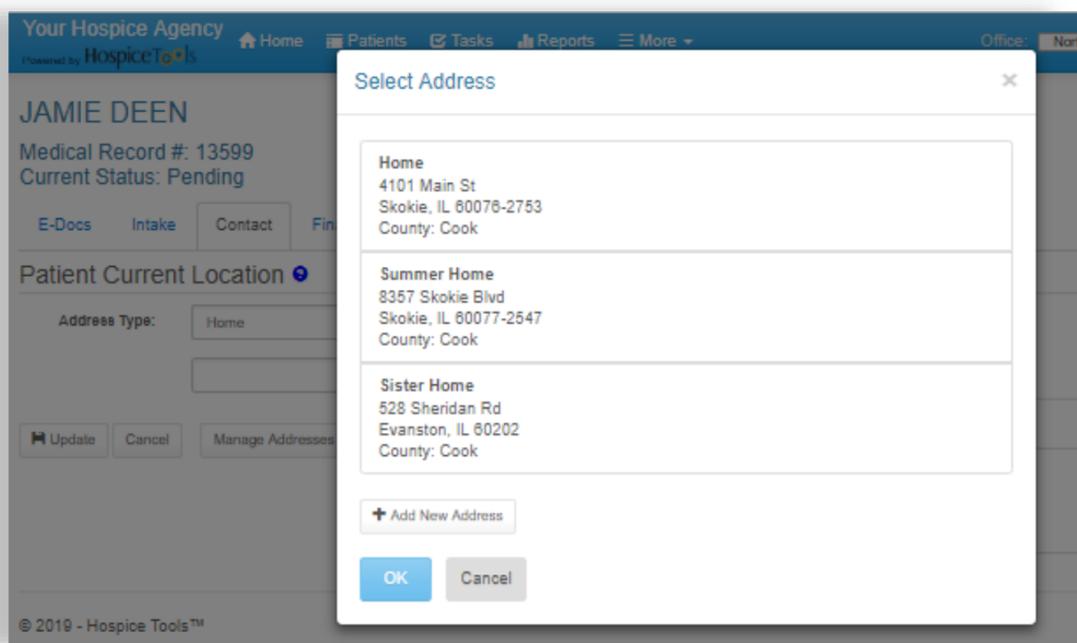
Click **SAVE** and the address will be saved by label.

If you have multiple addresses for a patient / caregivers, you can enter & save multiple addresses and simply use the blue list button to easily select and switch between saved addresses.

This list is populated by all saved patient & caregiver addresses.

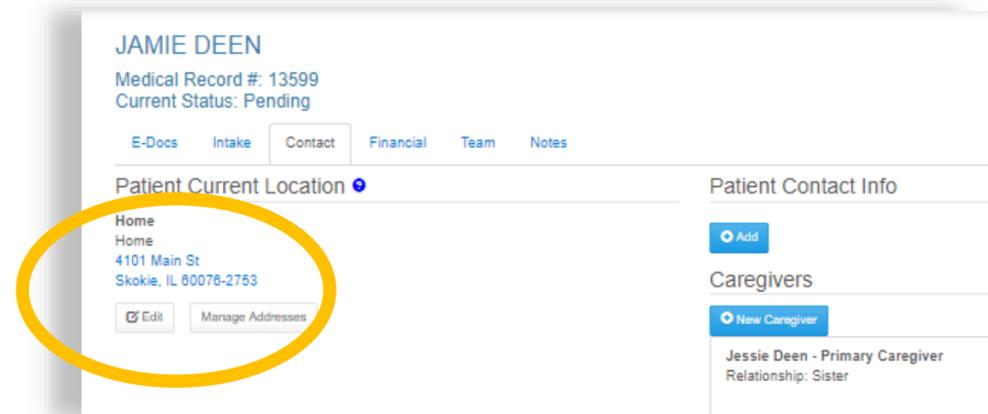
Select the address where the patient is living.

Click **OK** and the selected address will become the patient's Current Location.



To change locations, click **EDIT** then the blue field button and select from any saved location.

To add additional non-facility addresses click **Manage Addresses** then **+New Address**.



Watch the Movie (must have internet connection)

