

Complete Patient Intake / Face Sheet

- A. For a new patient you are directed to Intake / Face Sheet after entering the patient's first & last name and then clicking CREATE.
- B. For patients in the system, you can reach the Intake / Face Sheet by logging into Hospice Tools eDocs mobile app or on the Web @ <https://edocs.hospicetools.com/>, click PATIENTS in the top bar or VIEW CHARTS on the dashboard, select patient and you will automatically be directed to patient's Intake / Face Sheet.

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How to Add Details to Patient Face Sheet

Most fields are self-explanatory such as , Birth Date, SSN, Middle Name etc. There are a few fields that are highlighted here for further explanation.

Personal Information

First Name: JAMIE
Last Name: DEEN
Middle Name:
Birth Date:
SSN:
Marital Status:
Gender:
Ethnicity:
Other Information: Veteran Firefighter Police Officer

Admission Information

Current Admission #: 1
Patient Status: Pending
Admission Date:
Discharge Date:
Expired At:
Discharged To:
Reason for Discharge:
Cert Period Information
Cert Period At Admission:
Cert Begin Date:
Referral Information
Referral Type:
Referral Source:
CRR:
Physician:
Funeral Home:
Is DNR? Yes No
Disaster Code:
ICD10 Diagnosis
Primary:
Related: No related codes

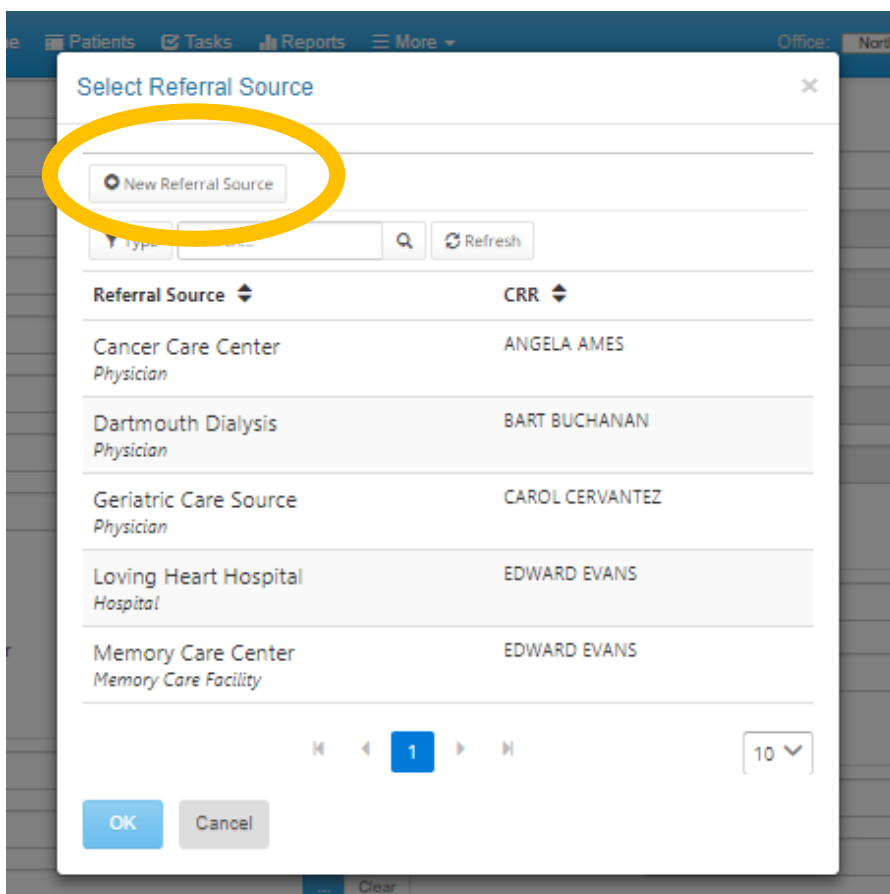
2

Adding Information to Fields with Master Files



The three highlighted fields, Referral Source, Physician, And Funeral Home each are associated with what we call **MASTER FILES**. Their Fields have a blue box with 3 dots.

Click on the blue box and a list of verified sources will pop-up. Select from the list, click OK, and the selection will appear in the field.



If the REFERRAL SOURCE, PHYSICIAN, or FUNERAL HOME you wish to enter is **not in the Master File**, click on the button **+NEW** and add the new entry to the Master File. Once entered, click the blue box and select from the list.

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

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

Watch the Movie (must have internet connection)

