

Enter a New Patient into eDocs

Before You Start

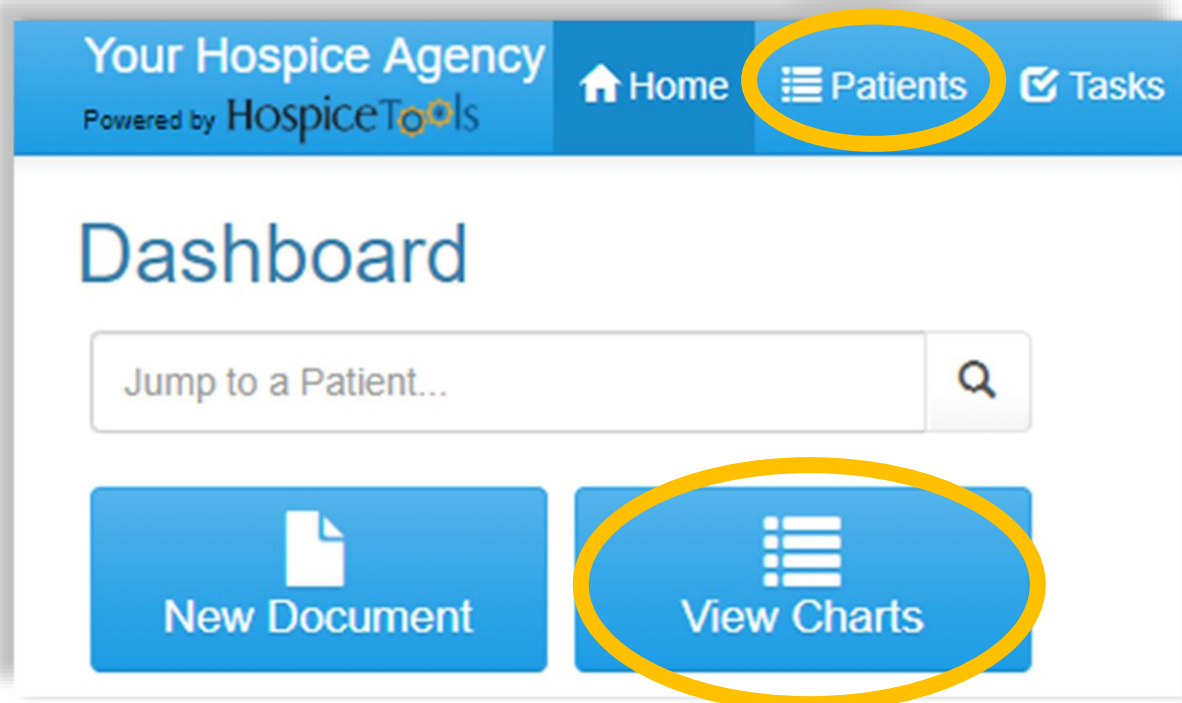
Make sure the user has the right job title and credentials set up in the **User Management Page**: <https://edocs.hospicetools.com/> click MORE in the header bar and select User Management so user can view & work with clinical forms.

1

How to Add a New Patient

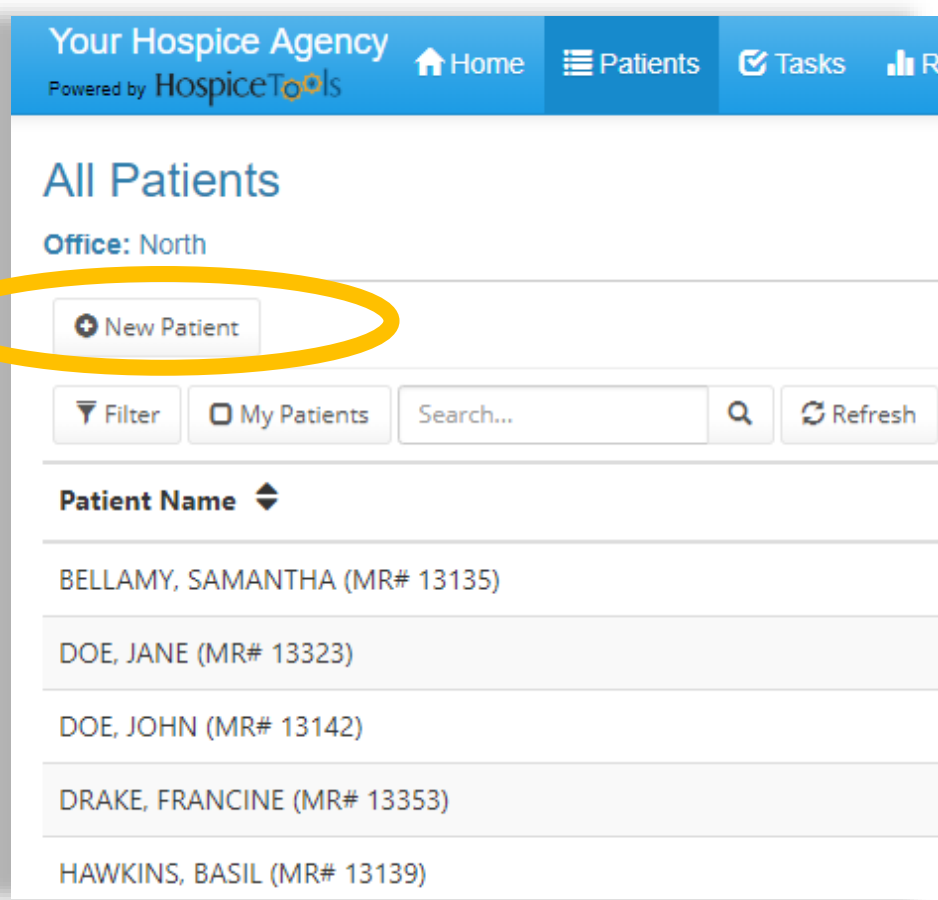
Log in to Hospice Tools eDocs
<https://edocs.hospicetools.com>

Click **PATIENTS** in the top bar or **VIEW CHARTS** on the dashboard



2

Click + New Patient



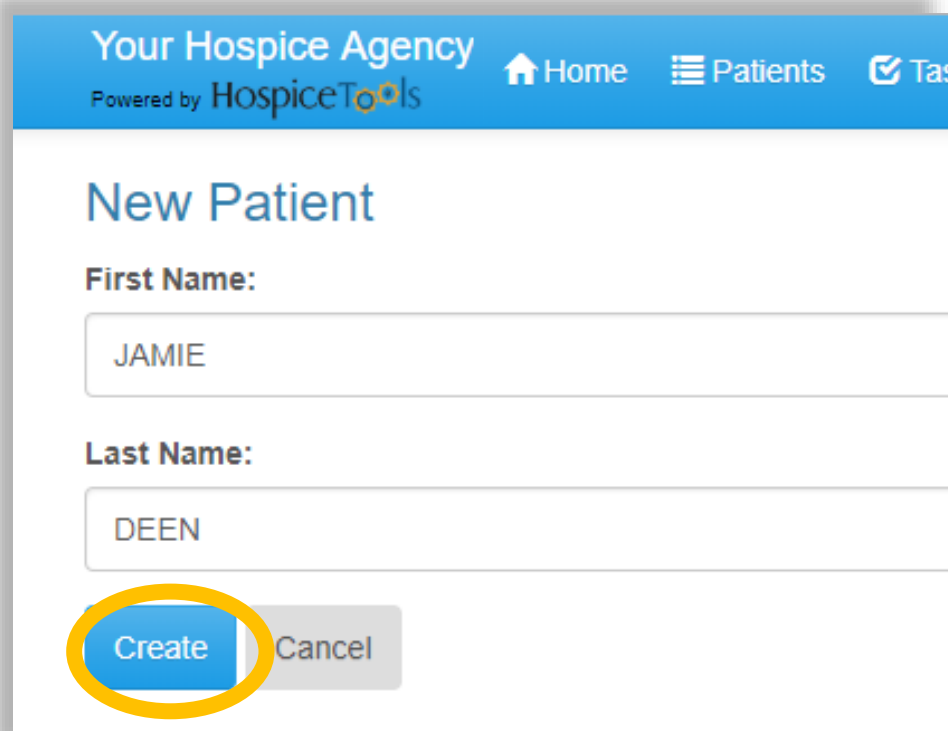
To add a new patient, Click the button **+NEW PATIENT**

3

Enter Patient's 1st & Last Name

Enter the First Name & Last name of the patient and click **CREATE**

After clicking **CREATE** you will automatically be directed to the patient's **FACE SHEET / INTAKE PAGE**.
You can then enter more information immediately or come back later, click **EDIT**, and complete the rest of the face sheet..



Watch the Movie (must have internet connection)

