

## Mentor Mode

### What is Mentor Mode?

Mentor Mode is an easy way to train and improve documentation. When a user is put into Mentor Mode, they will be assigned a Mentor. Any documents a user in Mentor Mode creates will appear on their mentor's dashboard to be reviewed and approved or rejected before it can enter a patient's chart.

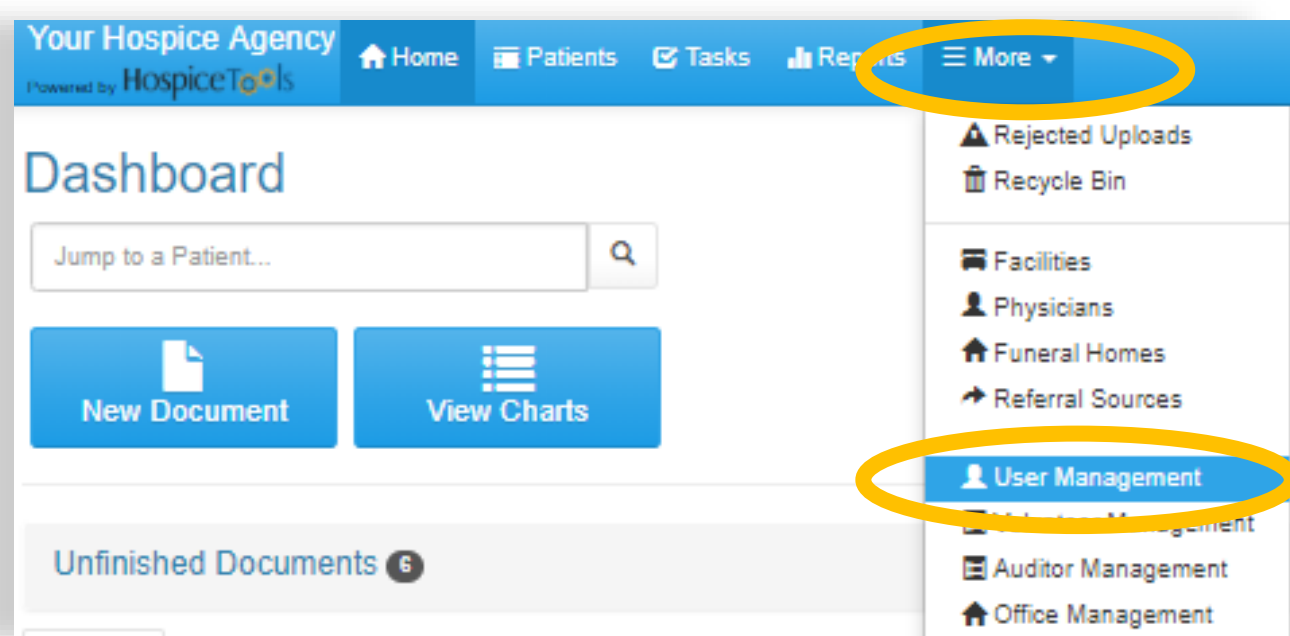
1

### Set Up User Manager

Make sure the user has the right System Access in the **User Management Page**:  
<https://edocs.hospicetools.com/> to create New Users & put people in Mentor Mode

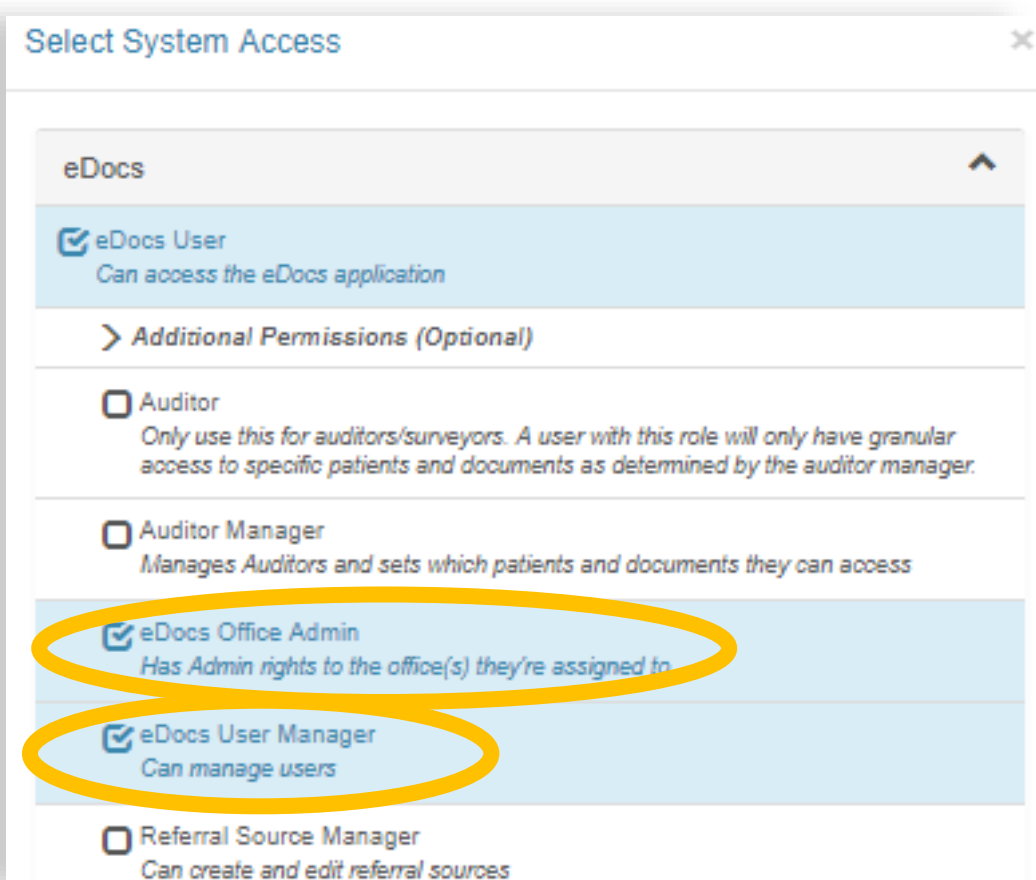
Log in to Hospice Tools eDocs  
<https://edocs.hospicetools.com/>, click **MORE** in the top bar and Navigate to **USER MANAGEMENT**

From the list of **USERS** click **EDIT** to change/add permissions to an existing user or click **+NEW USER** to setup a new user



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### User Manager System Access



All users in the system should be marked, at minimum, eDocs User.

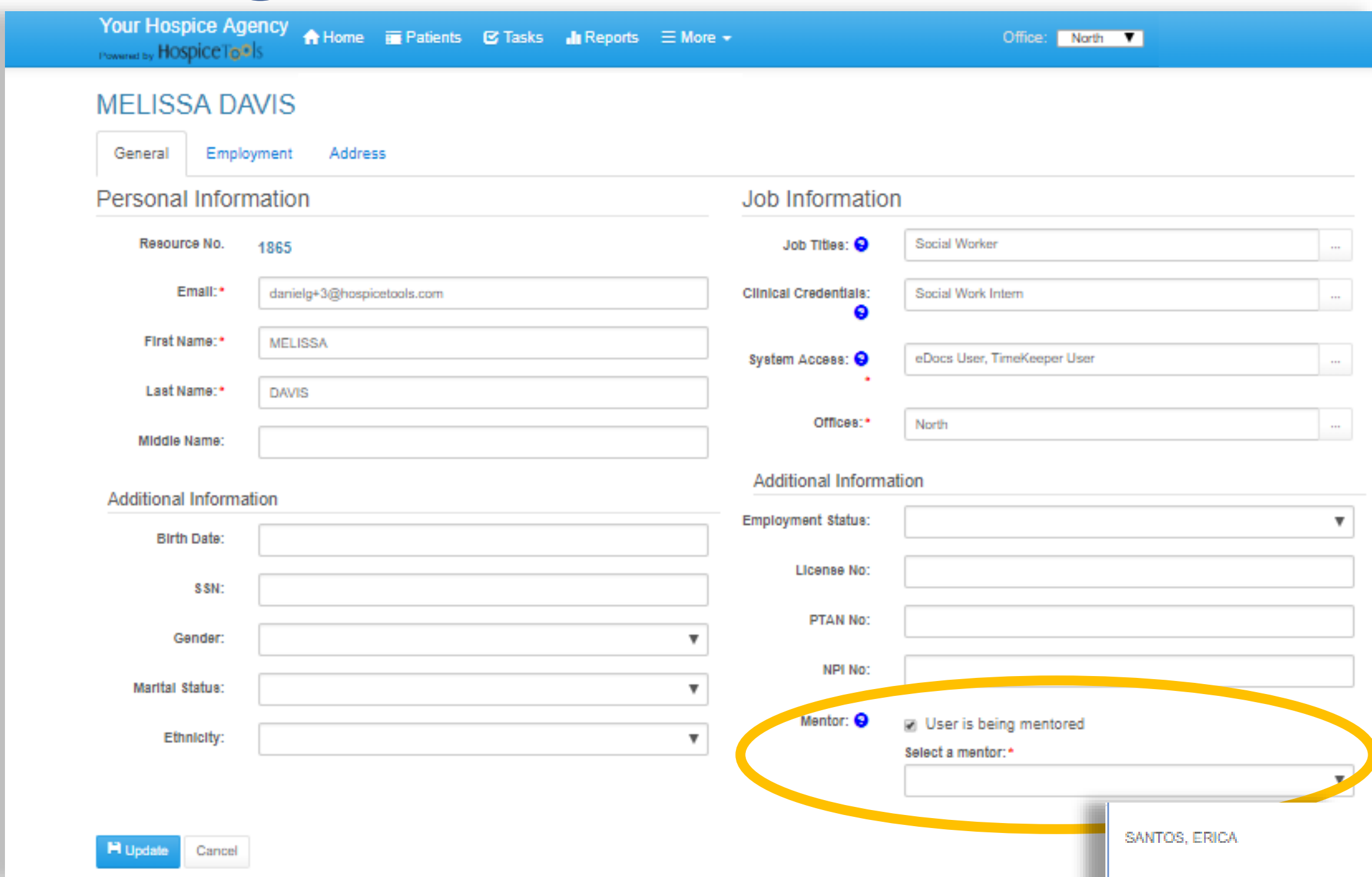
For a user to be able to create/edit other users, in this case, to put a user in Mentor Mode, their system access should include either:

**eDOCS USER MANAGER**  
Or  
**eDOCS OFFICE ADMIN**

When system access settings are selected, click OK, then UPDATE and user's permissions will be saved.

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### Put a User in Mentor Mode



On the User Management page of the person being put into Mentor Mode, simply check the box marked: **USER IS BEING MENTORED** and then select a mentor for that user from the drop down box..

Any documentation a user in Mentor Mode submits, will go to the mentor's dashboard for approval or rejection before entering the patient's chart.

- SANTOS, ERICA
- SMITH, GERALDINE
- User II, Demo
- VIVIAN, WALLACE
- WARTHAM, JOHNATHAN