HospiceTools™
How Hospice Happens

USER MANAGEMENT

1-833-EHR-Tools (347-8665)
support@hospicetools.com
www.hospicetools.com

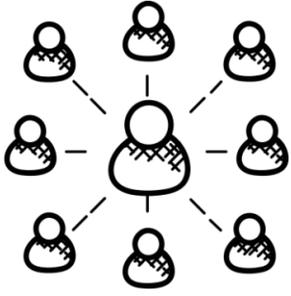## Setting up new users

Log into https://edocs.hospicetools.com/
Click MORE in the Header bar and click USER Management
Only Users listed as: EDOCS USER MANAGER in the field SYSTEM ACCESS can add New Users

1 Basic Required Fields

The USER EMAIL will become the users' login name.
When user setup is finished, a temp password will be sent to the user email that is entered.

Note: There are only a few required fields. **You can save a user with those fields completed and return later**, click "EDIT" and complete the remaining fields another time.
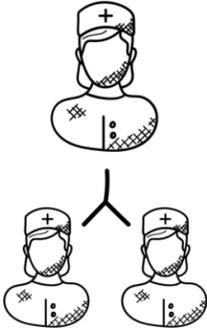
2 Job Titles

JOB TITLES assigned to a user (together with system access) **determine permissions** appropriate for their job function. For example, an admin will have more permissions than an aide.

Note: Users may have multiple job titles. **If you are a single user for testing purposes, make sure to assign the test user all JOB TITLES that would make up a complete hospice team** to allow you to create, save, sign, and submit forms.
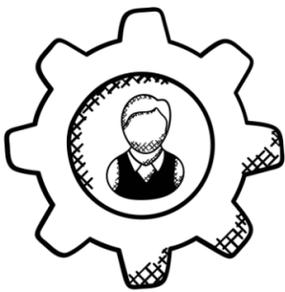
3 Credentials

CLINICAL CREDENTIALS assigned to a user determines which clinical forms/documents the user can create, save, sign, and submit in Hospice Tools eDocs charting system.

Note: **If you are a single user testing the product** with fake data or setting up just a few users for testing purposes, **make sure to assign clinical credentials such as MD, NP, DO, etc. for testing purposes that will allow you to create, save, sign, and submit forms**
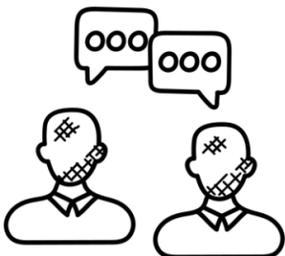
4 System Access

SYSTEM ACCESS **defines system permissions** that aren't uniquely tied to a specific job function. The system access assigned to a user (together with job titles) will determine their permissions and access in Hospice Tools.

Note: **All users should at least be marked as an EDOCS USER and a TIMEKEEPER USER.** All other options are for specific permissions such as admin permissions.
eBilling access is for finance/billing/office users

5 Get Help

We want you to get the most out of Hospice Tools and we're here to help.
Get Help
Call us at 1-833-EHR-Tools (347-8665)

Email us at support@hospicetools.com

Check out our website at www.hospicetools.com

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