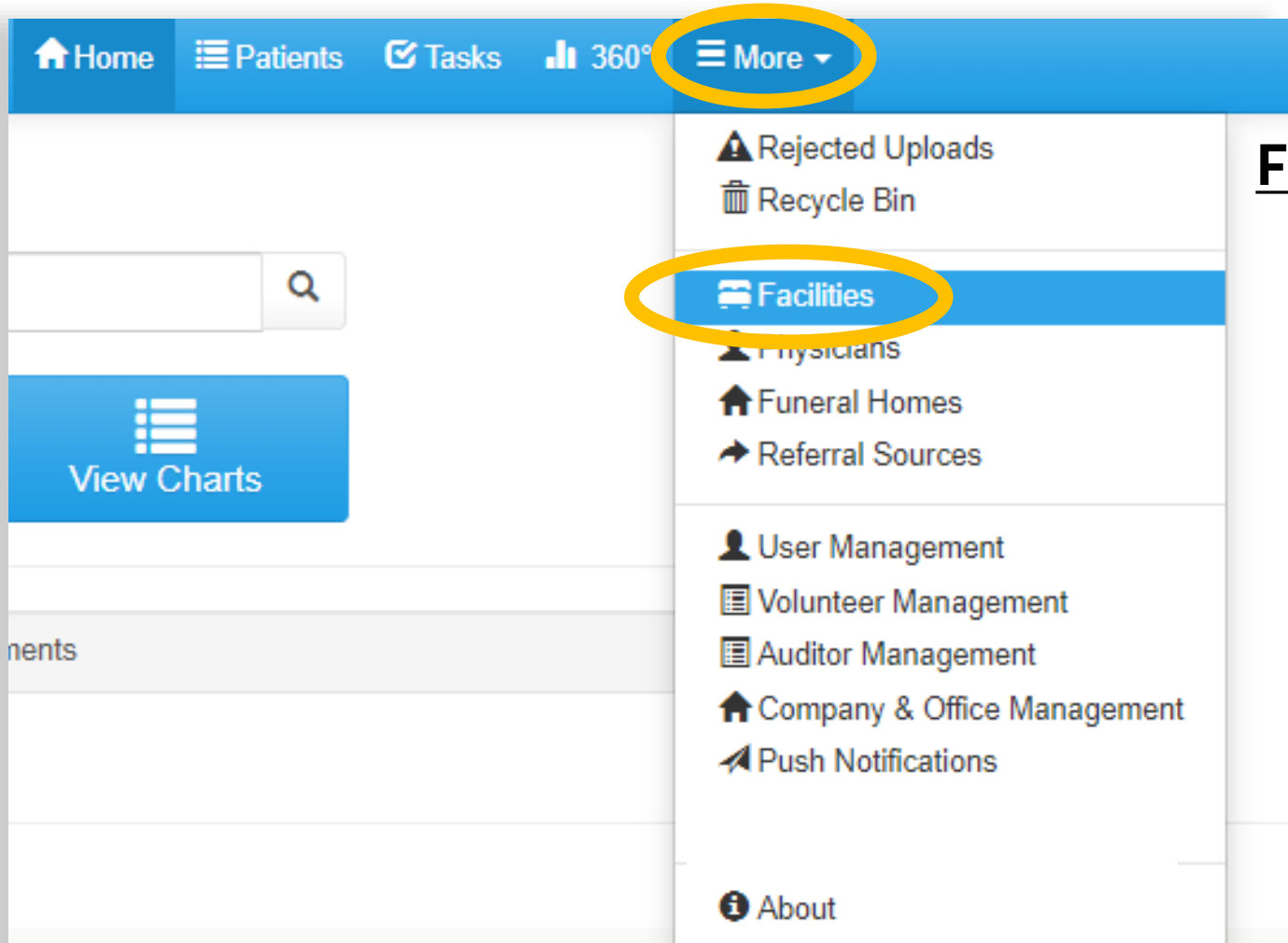


## Adding / Editing Facilities in the Master List

**Note - To add/edit facility information, protocols, addresses, you must have specific user permissions. Check with Admin if your permissions do not allow you to add/edit information**

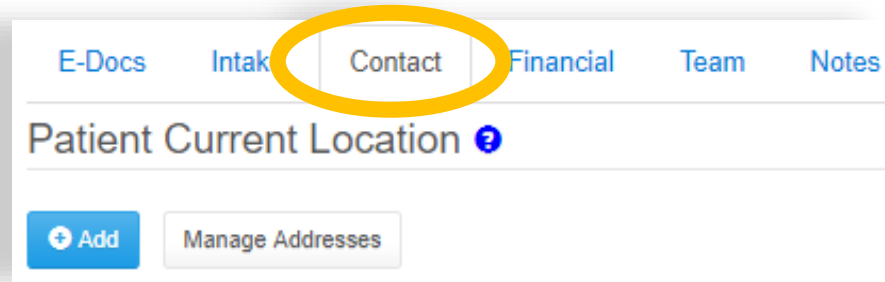


**From the Dashboard**

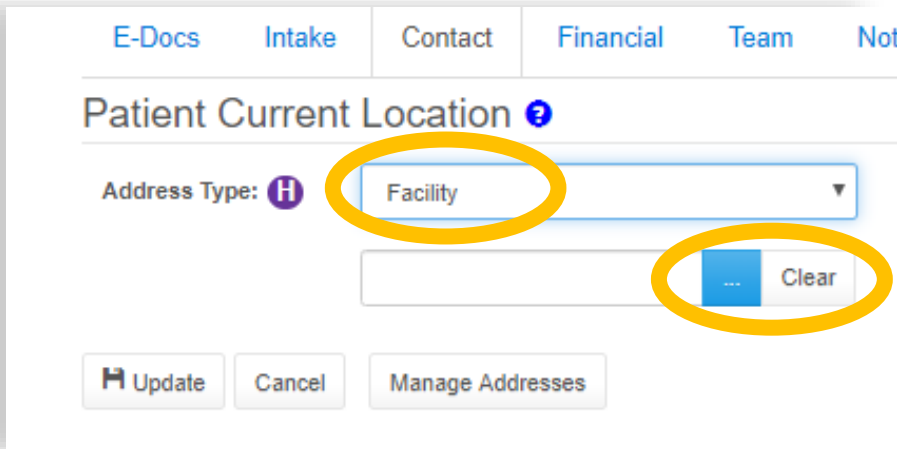
**Click MORE in the header Bar and then select FACILITIES**

## From Inside A Patient's Chart:

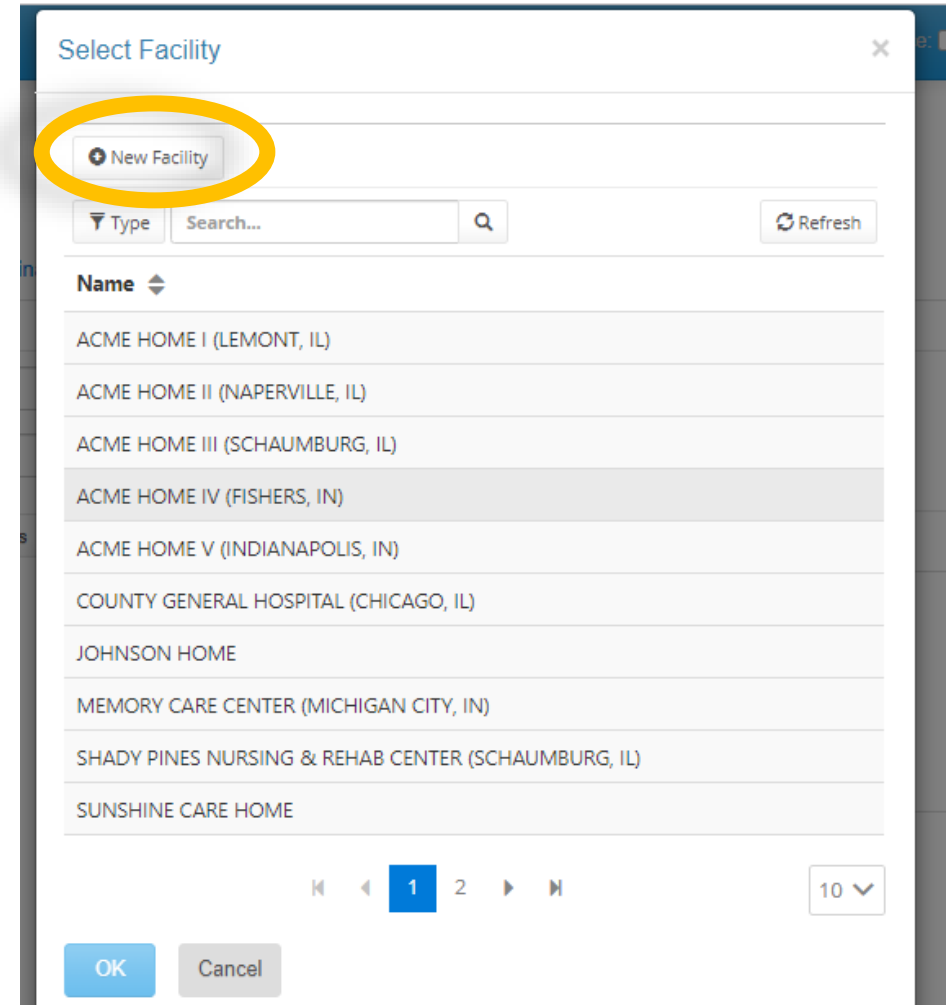
1. Click Contact Tab and click **MANAGE ADDRESSES**.



2. Select **FACILITY** in drop down menu then click the blue ellipses box to access facilities list.



3. Select the **FACILITY** or click **NEW FACILITY** to add a new facility to list.



# Facilities List - Sorted alphabetically by facility and type of facility

Click TYPE to sort facility by type. Search for a facility by name. Click NEW FACILITY to add more. Click a specific facility to get more info or edit info for that facility

Powered by Hospice 10-15

## Facilities

[New Facility](#)

Type Search... [Refresh](#)

Facility Name	Facility Type	State License	NPI
ACME HOME I (LEMONT, IL)	Nursing Long-Term Care Facility/Non-Skilled Nursing Facility		4911372280
ACME HOME II (NAPERVILLE, IL)	Skilled Nursing Facility		6355718373
ACME HOME III (SCHAUMBURG, IL)	Nursing Long-Term Care Facility/Non-Skilled Nursing Facility		6683425501
ACME HOME IV (FISHERS, IN)	Skilled Nursing Facility		2343612182
ACME HOME V (INDIANAPOLIS, IN)	Nursing Long-Term Care Facility/Non-Skilled Nursing Facility		2288737705
COUNTY GENERAL HOSPITAL (CHICAGO, IL)	Inpatient Hospice Facility		2140308232
JOHNSON HOME	Nursing Long-Term Care Facility/Non-Skilled Nursing Facility		7628325814
MEMORY CARE CENTER (MICHIGAN CITY, IN)	Skilled Nursing Facility		2603482664
SHADY PINES NURSING & REHAB CENTER (SCHAUMBURG, IL)	Skilled Nursing Facility		9259310008
SUNSHINE CARE HOME	Nursing Long-Term Care Facility/Non-Skilled Nursing Facility		9640599103

1 2 10

# Facilities List - Sorted by type of facility - Example - SNF

## Facilities

+ New Facility

▼ Skilled Nursing Facility Search...

Refresh

Facility Name	Facility Type	State License	NPI
ACME HOME II (NAPERVILLE, IL)	Skilled Nursing Facility		6355718373
ACME HOME IV (FISHERS, IN)	Skilled Nursing Facility		2343612182
MEMORY CARE CENTER (MICHIGAN CITY, IN)	Skilled Nursing Facility		2603482664
SHADY PINES NURSING & REHAB CENTER (SCHAUMBURG, IL)	Skilled Nursing Facility		9259310008
WILLOW NURSING AND REHAB	Skilled Nursing Facility		5711936018

## Specific Facility View

# SHADY PINES NURSING & REHAB CENTER

Information

Protocol

Addresses

### Facility Information

Name: SHADY PINES NURSING & REHAB CENTER

State License Number:

NPI Number: 9259310008

Public Aid Number:

Daily Rate: \$100.00

Facility Type: Skilled Nursing Facility

### Contact Info

Business: (312) 569-8569

 Edit

Click EDIT to add/edit info. Each tab - INFORMATION, PROTOCOL, ADDRESSES, has its own EDIT button.

# Editable View - Facility Information Tab

**\*\* IMPORTANT \*\***  
**For Billing - Every Clinical Facility - SNF, Hospital etc. MUST HAVE an NPI number**

## SHADY PINES NURSING & REHAB CENTER

**Note - To add/edit facility information, protocols, addresses, you must have specific user permissions. Check with Admin if your permissions do not allow you to add/edit information**

Information Protocol Addresses

### Facility Information

Name: \* SHADY PINES NURSING & REHAB CENTER

State License Number:

NPI Number: 9259310008

Verify

Public Aid Number:

Daily Rate: 100

Facility Type: \* Skilled Nursing Facility

### Contact Info

Business (312) 569-8569

Email:

Website:

Update Cancel

**You can use the NPI LOOKUP to find a facility's NPI number, but you must VERIFY with the facility as a they may have multiple NPIs for different sections of their facility.**

# Facility Protocols Tab

**Note - To add/edit facility protocols you must have specific user permissions. Check with Admin if your permissions do not allow you to add/edit information**

SHADY PINES NURSING & REHAB CENTER

Information
Protocol
Addresses

---

### Facility Preferences

Nurse	Details
Call physician for orders	
Write orders in facility chart	
Call/fax orders to facility pharmacy	
Write orders on facility MAR	
Flag facility chart that new orders are present	
Bring meds from outside pharmacy?	
Comfort kit preference	
Psychotropic Meds Reg	
Other	
CNA	Details
Speak with Aide super before and after care	
Who to ask for help	

### Charting Preferences

Nurse:  
Aide:  
Social Worker:  
Chaplain:

DME Preference:

### Important Information

How to Enter Building - Daytime: ring buzzer - or code 5555  
 How to Enter Building - After Hours: code 1234  
 Helpful Instructions / Info: call dana - don 123-456-5555

### Check in and Out With

		Hospice Staff				
		Nurse	Social Worker	Aide	Chaplain	Volunteer
Facility Staff	Administrator	✓				
	Receptionist	✓				
	DON	✓				
	ADON					
	S.W.					

### Pharmacy

Name:  
Phone:  
Fax:

Protocol information last updated: 8/13/2019 5:37 PM by GOLDMEIER, DANIEL

Edit

**Critical facility protocols will appear in patient chart under CONTACT tab so team members can enter/exit facility or contact correct facility people as needed.**

# Specific Facility Address View

**Note - To add/edit facility addresses you must have specific user permissions. Check with Admin if your permissions do not allow you to add/edit information**

## SHADY PINES NURSING & REHAB CENTER

Information

Protocol

Addresses

**Facility address will feed from Master List and appear in patient chart under CONTACT tab so team members can easily locate facility as needed.**

### Addresses

+ New Address

#### Physical Location

1253 Oak Lawn Ct  
Schaumburg, IL 60195-2222  
County: Cook

**Click EDIT to add/edit info**

Edit

Delete



# Editable View - Facility Addresses Tab

SHADY PINES NURSING & REHAB CENTER

Information

Protocol

Addresses

**\*\* IMPORTANT \*\***

**For Billing - Every Facility MUST HAVE a 9-digit zip code: Zip Code + 4-digit extension.**

Addresses

+ New Address

Physical Location  
1253 Oak Lawn Ct  
Schaumburg, IL 60195-2222  
County: Cook

**Facility address are linked to MAPS and will usually auto-fill all data including zip code + 4-digit extension, but not always. Make sure you have the complete zip code for every facility**

Edit Address

Address Label: \* Physical Location

State: \* ILLINOIS

Address 1: \* 1253 Oak Lawn Ct

County: \* Cook

Address 2: \*

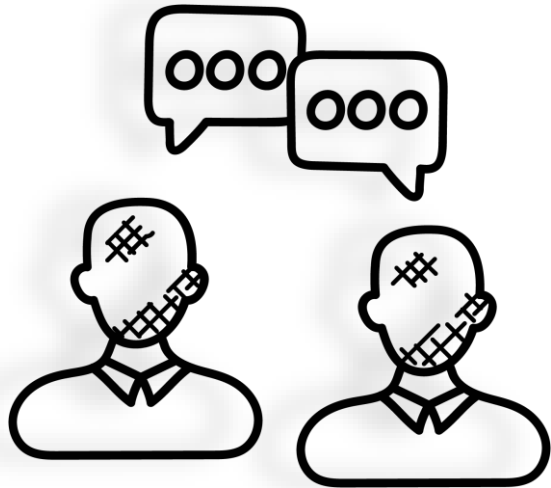
Zip: \* 60195-2222

City: \* Schaumburg

*Note: A zip code + 4 digits is required for a facility address.*

Save

Cancel



**We want you to get the most out of Hospice Tools and we're here to help.**

**Call us at 1-833-EHR-Tools (347-8665)**

**Email us at [support@hospicetools.com](mailto:support@hospicetools.com)**

**Check out our website at [www.hospicetools.com](http://www.hospicetools.com)**