HospiceTools™
How Hospice Happens

READMISSION

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

Create a new chart for a readmission

Before You Start

Get the Mobile Apps Here: https://www.hospicetools.com/hospice-tools-apps/
Check out our Video Library Here: https://www.hospicetools.com/demo/

User Permissions for a Readmission Management

1. Make sure the user has **the right job titles** set up in the **User Management Page:**

2. https://edocs.hospicetools.com/ click **MORE** in the header bar and select **User Management** so user can manage readmissions.

3. Job Titles with readmission permissions are: **Admin, DCS, PC, Medical Records Manager**

4. Users may have **multiple titles.**

Hospice Tools Readmission Structure

Rather than entering a readmission as a new patient, Hospice Tools allows you to create a new chart within the patient's chart, so you have both a new chart & easy access to historical information from previous admissions.

Note: All previous patient demographic data located under tabs: INTAKE, CONTACT, FINANCIAL, TEAM, & NOTES carry over from previous admission & may be edited but do not need to be re-entered.

Step 1 Discharge Patient – Intake Tab

1. **On Intake tab, Click Edit button at bottom left of page to enter editable view**

2. **Change patient status to DISCHARGE**

3. **Complete other relevant fields: Discharge Date, Discharge To, Discharge Reason etc.**

4. **Click UPDATE at bottom left of page**

Medical Record #: 13599
Current Status: Discharged (Hospice)

...ics   Intake   C...tact   Financial   Team   Notes 2

Personal Information

Field	Value
First Name:	JAMIE
Last Name:	DEEN
Middle Name:	
Birth Date:	10/03/1946
SSN:	015-55-5555
Marital Status:	
Gender:	Male
Ethnicity:	

Other information:
☑ Veteran
☐ Firefighter
☐ Police Officer

Hospice Information

Field	Value
Level of Care:	Routine Home Care
Allergies:	nka
Physician:	WU, HENRY
Funeral Home:	JONES FUNERAL HOME
Is DNR?	○ Yes ○ No
Disaster Code:	Disaster Code 4

ICD10 Diagnosis

Primary: C22.0 - LIVER CELL CARCINOMA

Related: ● Add
No related codes

Admission Information

Field	Value
Current Admission #	1
Patient Status:	Discharged (Hospice)
Admitted From:	Skilled Nursing Facility (SNF)
Admission Date:	04/02/2019
Discharge Date:	10/01/2019
Expired At:	
Discharged To:	Home or Care Facility
Reason for Discharge:	Discharged for cause

Cert Period Information

Field	Value
Cert Period At Admission:	First 90 Days
Cert Begin Date:	04/02/2019

Referral Information

Field	Value
Referral Type:	Hospice
Referral Source:	Cancer Care Center
...called in by:	Melly Brown
CRR:	BART BUCHANAN

Update   Cancel

Step 2 Create New Admission – Patient Intake Tab

1. **Click CREATE NEW ADMISSION button**

Rather than entering a new patient, it will create a new chart within the patient's chart for easy access to historical information from previous admissions

2. **A confirmation pop up will appear, press OK to confirm**

JAMIE DEEN

Medical Record #: 13599
Current Status: Discharged (Hospice)

eDocs | Intake | Contact | Financial | Team | Notes **2**

Printable Face Sheet

Personal Information

First Name: JAMIE
Last Name: DEEN
Middle Name:
Birth Date: 10/3/1946 (Age 72 on 10/1/2019)
SSN: 015-55-5555
Marital Status:
Gender: Male
Ethnicity:
Other information: Veteran

Hospice Information

Level of Care: Routine Home Care
Allergies: nka
Physician: WU, HENRY
Funeral Home: JONES FUNERAL HOME
Is DNR? Not chosen
Disaster Code: Disaster Code 4

ICD10 Diagnosis:
Primary:
C22.0 - LIVER CELL CARCINOMA
Related:

🗹 Edit

Confirm New Admission

You are about to create a new patient chart for a new admission. This cannot be undone. Are you sure you want to continue?

OK   Cancel

Admission Information

Patient Status: Discharged (Hospice)
Admitted From: Skilled Nursing Facility (SNF)
Current Admission #: 1
Admission Date: 4/2/2019 (April)
Discharge Date: 10/1/2019 (October)
Discharged To: Home or Care Facility
Reason for Discharge: Discharged for cause

Create New Admission

Cert Period Information

Cert Period At Admission: First 90 Days
Cert Begin Date: 4/2/2019 (April)
Current Cert Period:
Next Cert Period:

Referral Information

Referral Type: Hospice
Referral Source: Cancer Care Center
...called in by: Melly Brown
CRR: BART BUCHANAN

Step 2 Create New Admission– Patient Intake Tab

1. **After confirming that you want to create a new admission you will be redirected to a new editable intake form with relevant demographic & other data retained from previous admissions.**

2. **Complete & edit fields as needed.**

3. **To see previous admission dates Click blue link at top: Show Previous Admissions:**

4. **Click UPDATE when complete**

1. **Click NEW DOCUMENT to start new form & upload docs in new chart**

JAMIE DEEN

Medical Record #: 13599
Current Status: Admitted (Hospice)

| eDocs | Intake | Contact | Financial | Team | Notes 2 |

Chart: #2 (10/2/2019 -): Admitted (Hospice) ▼   Chart Status: Open ✔
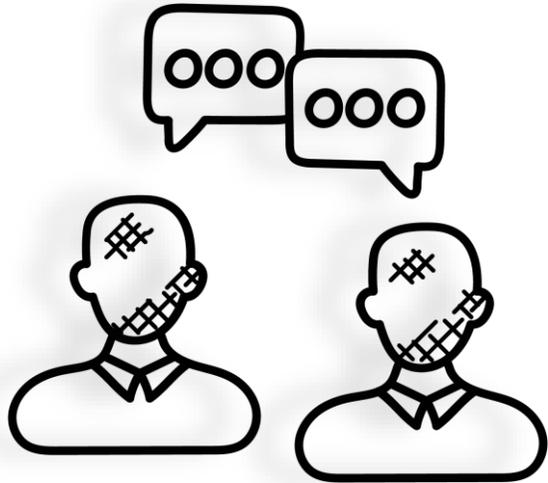
All Types	HOSPICE ITEM SET	DISCHARGE	CONSENT / ELECTION	ADVANCE DIRECTIVES	HISTORY & PHYSICAL	MEDICATIONS	PHYSICIAN ORDERS
CERTIFICATIONS	ASSESSMENTS	PLAN OF CARE	HOSPICE AIDE	HOMEMAKER	NURSE	SOCIAL WORKER	SPIRITUAL COUNSELOR	VOLUNTEER
BEREAVEMENT	PALLIATIVE	DME	MISCELLANEOUS

📄 New Document   ⬆ Export Chart

Search... 🔍   ⟳ Refresh

Form ⇅	Status ⇅	Type ⇅	Date ⇅	Created By ⇅

No Matching Documents

⏮ ◀ **1** ▶ ⏭   10 ▼

Note: All previous patient data located under tabs: INTAKE, CONTACT, FINANCIAL, TEAM, & NOTES carry over from previous admission & may be edited but do not need to be re-entered.

Step 4 Toggle Between Old & New Charts– Patient eDocs Tab

1. **Click the CHART drop-down menu to switch between old & new charts.**

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**

Check out our website at **www.hospicetools.com**