

Automatic HIS Form

Before You Start

Hospice Tools Mobile Apps are Fully Functional.

Get the Mobile Apps Here: <https://www.hospicetools.com/hospice-tools-apps/>

Check out our Video Library Here: <https://www.hospicetools.com/demo/>

Automatically Create A Completed HIS Form

Note: HIS forms are created automatically completed by pulling patient details from Intake, Financial, Contact, & Comprehensive assessment. If all details have not been completed the form will pull whatever information is available & you can complete the remaining fields.

The form is created in an editable state .You can correct, add, delete, edit every field when creating the form.

From the Dashboard

Click NEW DOCUMENT. Select HOSPICE ITEM SET ADMISSION from the flex forms library and then click CREATE EDOC

From Inside A Patient's Chart:

Click NEW DOCUMENT. Select HOSPICE ITEM SET ADMISSION from the flex forms library and then click CREATE EDOC

Automatic His Form Step 1 - Select your Form

1. Select your patient
2. Select form: HOSPICE ITEM SET - ADMISSION
3. Click: CREATE eDOC

New Document

eDoc Upload

Patient: BELLAMY, SAMANTHA (MR# 13135) Clear

Form: Chart Section Credential HOSPICE ITEM SET - ADMISSION

Create eDoc Blank Form

© 2019 - Hospice Tools™

Automatic His Form Step 2 - Review, Sign & Submit Form

Form: HOSPICE ITEM SET - ADMISSION
Patient: BELLAMY, SAMANTHA (MR# 13135)
I50.9 (HEART FAILURE, UNSPECIFIED)

Section A: Administrative Information
A0050. Type of record *
1. Add new record

Patient / Admission Information
A0205. Site of service at admission *
04. Hospice provided in a Skilled Nurs

A0220. Admission date *
01/05/2018

A0245. Date initial nursing assessment initiated *
05/08/2019

A0500A. Patient first name *
SAMANTHA

A0500B. Patient middle initial

A0500C. Patient last name *
BELLAMY

A0500D. Patient name suffix

A0550. Patient zip code *
60195-2222

A0600A. Social Security Number

J2030A. Was patient screened for shortness of breath *
1. Yes

J2030B. Date of first screening for shortness of breath
05/08/2019

J2030C. Did screening indicate the patient had shortness of breath
0. No

Section N: Medications
N0500A. Was scheduled opioid initiated or continued *
0. No

N0510A. Was PRN opioid initiated or continued *
0. No

N0520A. Was bowel regimen initiated or continued (Complete only if N0500 or N0510 is "1. Yes")

Section Z: Record Administration
I certify that the accompanying information accurately reflects patient assessment information for this patient and that I collected or coordinated collection of this information on the dates specified. To the best of my knowledge, this information was collected in accordance with applicable Medicare and Medicaid requirements. I understand that reporting this information is used as a basis for payment from federal funds. I further understand that failure to report such information may lead to a 2 percentage point reduction in the Fiscal Year payment determination. I also certify that I am authorized to submit this information by this provider on its behalf.

Z0500B. Date of signature verifying record completion *
10/03/2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

1. Review form to ensure data is correct
2. Edit, add, correct fields if needed
3. Select Date of Signature Verifying Record Completion
4. If complete & Accurate: Select Sign & Submit.
5. If details are missing, select Save or Save & Close and complete when details are available

Automatic His Form Step 3 - Locate Completed HIS Form

The screenshot shows a software interface for managing medical documents. At the top, there are navigation tabs: 'eDocs', 'Intake', 'Contact', 'Financial', 'Team', and 'Notes' (with a '3' notification). Below the tabs, the 'Chart' is identified as '#1 (1/5/2018 -) Admitted (Hospice)'. A dropdown menu for document types is open, with 'HOSPICE ITEM SET' selected. Below this, there are buttons for 'New Document' and 'Export Chart', and a search bar. A table of documents is displayed with columns for Form, Status, Type, Date, and Created By. Some rows have a 'DELETE' button.

Form	Status	Type	Date	Created By
HOSPICE AIDE VISIT NOTE	Submitted		10/3/2019 11:50 AM	GOLDMEIER, DANIEL
HOSPICE ITEM SET - ADMISSION	Unfinished		10/3/2019	GOLDMEIER, DANIEL
NURSE RECERTIFICATION	Unfinished		10/1/2019 11:26 AM	GOLDMEIER, DANIEL
HOSPICE ITEM SET - ADMISSION	Submitted		10/1/2019	GOLDMEIER, DANIEL
MEDICATION FORM	Unfinished		9/19/2019 1:15 PM (created)	GOLDMEIER, DANIEL
HISTORY AND PHYSICAL	Uploaded		9/19/2019 11:20 AM (uploaded)	GOLDMEIER, DANIEL
COMPREHENSIVE ASSESSMENT	Submitted		9/9/2019 1:00 PM	GOLDMEIER, DANIEL
DISCONTINUE MEDICATION FORM	Submitted		8/27/2019	GOLDMEIER, DANIEL
MEDICATION FORM	Submitted		8/26/2019	GOLDMEIER, DANIEL
HOSPICE AIDE VISIT NOTE	Uploaded		8/22/2019 1:44 PM (uploaded)	SMITH, GERALDINE

1. Click EDOCS tab to enter patient's chart
2. Unsorted documents in chart are ordered by date
3. You can use the search bar or click on the Hospice Item Set tab to see only HIS forms

Automatic His Form Step 3 - Locate Completed HIS Form

1. Click on the blue form link to view the finished form

The screenshot displays a software interface for managing documents. At the top, there are navigation tabs: eDocs, Intake, Contact, Financial, Team, and Notes (with a '2' notification). Below the tabs, a 'Chart' dropdown is set to '#1 (4/2/2019 -): Admitted (Hospice)'. A 'Chart Status: Open' indicator is visible on the right. A horizontal menu lists various document types, with 'HOSPICE ITEM SET' highlighted by a yellow circle. Below this menu are buttons for 'New Document' and 'Export Chart', and a search bar. The 'HIS Forms' section contains a table with columns for 'Form', 'Signed On', and 'Status'. The first row, 'HOSPICE ITEM SET - ADMISSION', is circled in yellow. Below this is the 'Other Documents' section, which is currently empty, showing 'No Matching Documents'. At the bottom, there is a pagination control showing '1' of 10 items.

Form	Signed On	Status
HOSPICE ITEM SET - ADMISSION	5/15/2019	Exported (10/8/2019)

Form	Status	Type	Date	Created By
No Matching Documents				

Automatic His Form Step 4 - View Completed HIS Form

This is how finished forms in the system appear.

HOSPICE ITEM SET - ADMISSION	
Section A: Administrative Information	
A0050. Type of record	1. Add new record
<i>Patient / Admission Information</i>	
A0205. Site of service at admission	03. Hospice provided in Nursing Long Term Care (LTC) or Non-Skilled Nursing Facility (NF)
A0220. Admission date	4/2/2019
A0245. Date initial nursing assessment initiated	5/14/2019
A0500A. Patient first name	JAMIE
A0500C. Patient last name	DEEN
A0550. Patient zip code	60439-3773
A0600A. Social Security Number	015-55-5555
A0600B. Patient Medicare/railroad insurance number	100228060A
A0800. Gender	1. Male
A0900. Birthdate	10/3/1946
<i>Payor Information</i>	
<input checked="" type="checkbox"/> A1400A. Medicare (FFS)	
<input checked="" type="checkbox"/> J0910C2. Severity	
<input checked="" type="checkbox"/> J0910C3. Character	
<input checked="" type="checkbox"/> J0910C4. Duration	
<input checked="" type="checkbox"/> J0910C5. Frequency	
<input checked="" type="checkbox"/> J0910C6. What relieves/worsens pain	
<input checked="" type="checkbox"/> J0910C7. Effect on function or quality of life	
<i>Respiratory Status</i>	
J2030A. Was patient screened for shortness of breath	1. Yes
J2030B. Date of first screening for shortness of breath	5/14/2019
J2030C. Did screening indicate the patient had shortness of breath	1. Yes
J2040A. Was treatment for shortness of breath initiated	2. Yes
J2040B. Date treatment for shortness of breath initiated	5/14/2019
Type(s) or treatment for shortness of breath initiated:	
<input checked="" type="checkbox"/> J2040C2. Other medication	
<input checked="" type="checkbox"/> J2040C4. Non-medication	
Section N: Medications	
N0500A. Was scheduled opioid initiated or continued	0. No
N0510A. Was PRN opioid initiated or continued	0. No
N0520A. Was bowel regimen initiated or continued (Complete only if N0500 or N0510 is "1. Yes")	0. No
Section Z: Record Administration	
I certify that the accompanying information accurately reflects patient assessment information for this patient and that I collected or coordinated collection of this information on the dates specified. To the best of my knowledge, this information was collected in accordance with applicable Medicare and Medicaid requirements. I understand that reporting this information is used as a basis for payment from federal funds. I further understand that failure to report such information may lead to a 2 percentage point reduction in the Fiscal Year payment determination. I also certify that I am authorized to submit this information by this provider on its behalf.	
Z0500B. Date of signature verifying record completion	5/15/2019
Electronically signed by: DANIEL GOLDMEIER APN LPN NP RN	

Automatic His Form Step 5- Export HIS Form

Export an individual HIS Form from within the finished document

1. Click MORE at the top of finished form
2. Select Export HIS

The screenshot shows a web-based HIS form interface. At the top, there is a blue navigation bar with buttons for 'Amend/Correct Form', 'Switch to Print View', and 'More'. The 'More' button is circled in yellow. A dropdown menu is open from the 'More' button, with the 'Export HIS' option highlighted in blue and also circled in yellow. Other options in the menu include 'Download PDF', 'Email to Me', 'Request DELETE', and 'Request MOVE'. The form content is titled 'ADMISSION ITEM SET - ADMISSION' and is divided into several sections: Section A: Administrative Information, Section F: Preferences, Section I: Active Diagnoses, and Section J: Health Conditions. Each section contains various data fields and checkboxes.

ADMISSION ITEM SET - ADMISSION

1. Add new record

Section A: Administrative Information

A0050. Type of record

Patient / Admission Information

A0205. Site of service at admission

A0220. Admission date

A0245. Date initial nursing assessment initial

A0500A. Patient first name

A0500C. Patient last name

A0550. Patient zip code

A0600A. Social Security Number

A0600B. Patient Medicare/railroad insurance number

A0800. Gender

A0900. Birthdate

Payor Information

A1400A. Medicare (FFS)

Admitted From

A1802. Admitted from 03. Skilled Nursing Facility (SNF)

Section F: Preferences

F2000A. Was patient asked about CPR 1. Yes, and discussion occurred

F2000B. Date asked about CPR 5/14/2019

F2100A. Was patient asked about treatments other than CPR 1. Yes, and discussion occurred

F2100B. Date asked about treatment other than CPR 5/14/2019

F2200A. Was patient asked about hospitalization 1. Yes, and discussion occurred

F2200B. Date asked about hospitalization 5/14/2019

F3000A. Was patient asked spiritual/existential concerns 1. Yes, and discussion occurred

Section I: Active Diagnoses

I0010. Principal diagnosis 01. Cancer

Section J: Health Conditions

Pain

J0900A. Was patient screened for pain 1. Yes

J0900B. Date of first screening for pain 5/14/2019

J0900C. Patient's pain severity was 1. Mild

Automatic HIS Form Step 6- Export Bulk Batches of HIS Forms

Your Hospice Agency
Powered by HospiceTools

Home Patients Tasks **360°** More

Office: North

Exports

HIS

- [HIS Dashboard](#)
Use this to create or export Hospice Item Set ("HIS") forms for transmission to CMS

CAHPS

- [CAHPS](#)
Use this for reviewing and sending decedent and discharge data to comply with CAHPS Hospice Survey requirements from CMS

Reports

Chart Auditing

- [Admission Audit Report](#)
This report shows the status of several documents required on admission. Indicators are shown if any documents are late or incomplete. Filter by patient or admission date range.
- [Assignment Forms Report](#)
This report shows the presence of hospice aide or homemaker assignment forms for each patient. All updates to these forms are listed with the amount of days between each update. Filter by patient or admission date range.
- [Discharge Report](#)
Find all patients that have expired, revoked, discharged within a specific date range and verify that the required documentation for that status is present in the chart.
- [DNR Report](#)
See which patients have a DNR designation in the Intake section and verify whether an accompanying DNR form has been included in their chart.

Monthly Activity

- [Monthly Activity Report](#)
This report shows aggregates and totals of several key statistics for every month in a selected year along with other key pieces of information (employment, volunteers, bereavement). Note: for those pieces of information not tracked by the system, a blank box is displayed.
- [Monthly Admission Details Report](#)
This report shows several different views into admissions and admitted patients for a selected month (total admissions, transfers, discharges, deaths, revocations, palliative admissions, NCLOS > 6 mos.).
- [Monthly Daily Census Details Report](#)
This report shows several different views into daily census information for a selected month (all census days, all census days with continuous care, respite care or inpatient care).

Patient Information

1. Click 360° from the header bar
2. Click on HIS Dashboard

Automatic HIS Form Step 6- Export Bulk Batches of HIS Forms

HIS Dashboard

Statuses

Export

1. After Clicking 360° you will see the STATUS of uncompleted HIS Forms per patient. You can include completed His forms to view all.
2. Click on EXPORT tab to export individual or bulk HIS forms

Patient HIS Statuses

Include Completed

Search...



Refresh

Patient	Action Required	Due In	
LEE, DANIEL Admitted 3/13/2018	HIS Admission	568 days overdue	Start Document
MARGROCK, ANNE Admitted 4/20/2018	HIS Admission	530 days overdue	Start Document
JONES, KRIS Admitted 5/25/2018	HIS Admission	495 days overdue	Start Document
LEMMING, ALEXANDER Admitted 6/11/2018	HIS Admission	478 days overdue	Start Document
ROBERTS, BETTY Admitted 8/3/2018	HIS Admission	425 days overdue	Start Document

Automatic HIS Form Step 6- Export Bulk Batches of HIS Forms

HIS Dashboard

Export HIS Forms

Include Exported

Export Selected

1. Use the check boxes to select individual patients or select all

2. You can include previously exported as well

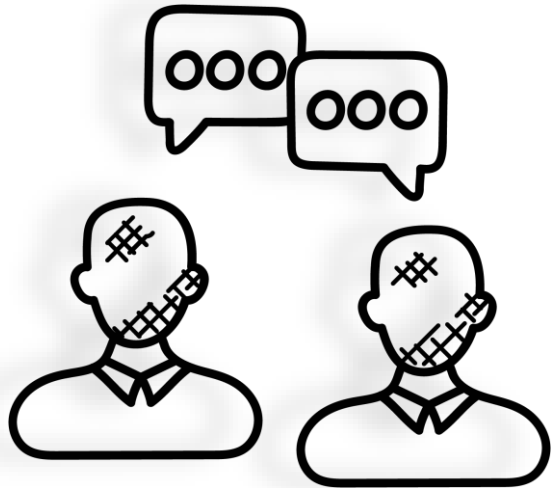
3. Click EXPORT SELECTED

4. System will export to a zip file that can then be uploaded on the CMS HIS portal

<input checked="" type="checkbox"/>	Patient	Form	Created By	Signed On	Status
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	5/14/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	6/13/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	7/9/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	8/2/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	8/6/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	8/13/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	BELLAMY, SAMANTHA	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	10/1/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	DEEN, JAMIE	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	5/15/2019	Exported (10/8/2019)
<input checked="" type="checkbox"/>	JETER, DEREK	HOSPICE ITEM SET - ADMISSION	GOLDMEIER, DANIEL	5/16/2019	Exported (10/8/2019)

1

50



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