HospiceTools™

How Hospice Happens

# Back-office Checklist

This checklist is for those clinical related items that are typically done by non-credentialed or back-office staff.

| Title | Notes |
| --- | --- |
| HOSPICE ITEM SET - ADMISSION | Fields that are completed in Intake tabs, Comp Assess and others will flow into HIS Admission form. HIS form fields remain editable if information is missing or need to be adjusted.<br><br>Form can be created and exported from the chart or individually or in bulk from the HIS dashboard in the $360^0$ menu tab |
| HOSPICE ITEM SET - DISCHARGE | Form can be created and exported from the chart or individually or in bulk from the HIS dashboard in the $360^0$ menu tab |
| HOSPICE ITEM SET - INACTIVATION | Use to void previously completed and submitted HIS form |
| IDG UPDATE | Back-office staff may template IDG updates before IDG meeting and may act as a scribe for entering IDG narratives and updates. When complete IDG updates will be sent to team members dashboards for eSigning<br><br>Forms can be created individually from with the patient's' chart or using the IDG dashboard $360^0$ menu tab |
| PROGRESS NOTE | Use to document any communication a back-office staff member has with patients or caregivers |

Notes