

Step 1: Access the Report

Click 360° to access report menu. Select **ADMISSION AUDIT REPORT.**

The screenshot shows the top navigation bar of the HospiceTools application. The bar is blue and contains the text "Your Hospice Agency" followed by "Powered by HospiceTools". To the right are navigation links: "Home", "Patients", "Schedule", "360°", and "More". The "360°" link is circled in yellow. Below the navigation bar is a "Dashboards" section with three panels: "HIS" (containing "HIS Dashboard"), "IDG" (containing "IDG Dashboard"), and "CAHPS" (containing "CAHPS Data"). Below the dashboards is a "Reports" section with two panels: "Chart Auditing" (containing "Admission Audit Report", "Assignment Forms Report", and "Discharge Report") and "Monthly Activity" (containing "Monthly Activity F", "Monthly Admissic", and "Monthly Daily Ce"). The "Admission Audit Report" link in the "Chart Auditing" panel is circled in yellow.

Step 2: Filter your report

Your Hospice Agency
Powered by HospiceTools

Home Patients Schedule 360° More

From: 2/1/2021 To: 5/4/2021

Or Select a Patient: <All Patients>
<All Patients>
ANDERSON, BECKY
BABS, CHARLES
BEAM, JIM
BELLAMY, SAMANTHA
BRANDON, JACKIE
BUDD, WILLIAM
BUFFY, XANDER
BUNNY, BUGS
CLARKS, KELLY
DANIELS, SUSAN
DAVIS, SAMUEL
DEEN, JAMIE
DOE, JANE
DOE, JOHN
DOOFENSCHMERTZ, PHINEAS
DRAKE, FRANCINE
HAWKINS, BASIL
HOBBES, CALVIN
JAMES, JOHN

Show Columns: All

View Report

Use the date range filter to include all patients admitted during specified dates.
Or
select a specific patient.

Select specific admission documents to include in report or select All to view all documents.

Click View Report to view your data

Step 3: Analyze Your Data

Admission Audit Report
2/1/2021 - 5/4/2021
Your Hospice Agency - North

Generated on 5/3/2021 8:03:06 PM
Page 1 of 1

Admission Audit Report

2/1/2021 - 5/4/2021
North Office

Admissions Shown: 5

Patient Name	Date of Admission	Informed Consents	Benefit Election	Patient Rights and Responsibilities	Medicare Secondary Payer	Initial Plan of Care Date	Admission Orders Date	Comprehensive Assessment Date	Psychosocial Assessment Date	Spiritual Assessment Date	Bereavement Risk Assessment Date
BEAM, JIM	2/1/2021	No	Yes	No	No		3/1/2021	2/3/2021 9:55:00 AM	2/7/2021 7:16:00 PM	2/5/2021 8:00:00 AM	
BELLAMY, SAMANTHA	4/5/2021	No	Yes	No	No	4/29/2021	4/30/2021				
JOHNSON, JIMMY	2/1/2021	No	No	No	No		5/1/2021				
KNIGHT, DORIS	2/1/2021	No	Yes	No	No		4/1/2021				
PYLOWITZ, ARNIE	4/2/2021	No	No	No	No		1/1/2021				

If it's an upload document - Consents, Benefit Election, PR&R, Medicare Secondary Payer:

Red "No" = it's not in the patient's chart.

No Color "Yes" = document is uploaded to patient's chart.

For eDOC forms: Initial Plan of Care, Admission Orders, and all Assessment Forms:

Red Blank – form has not been submitted.

Red w/ a "Date" – form is completed but is beyond the regulatory timeframe.

Yellow w/ a "Date" – form is completed but awaiting IDG team member(s) to sign and submit. Find eDOC in patient chart to see who hasn't signed.

No Color w/ a "Date" - form is completed within the regulatory timeframe.

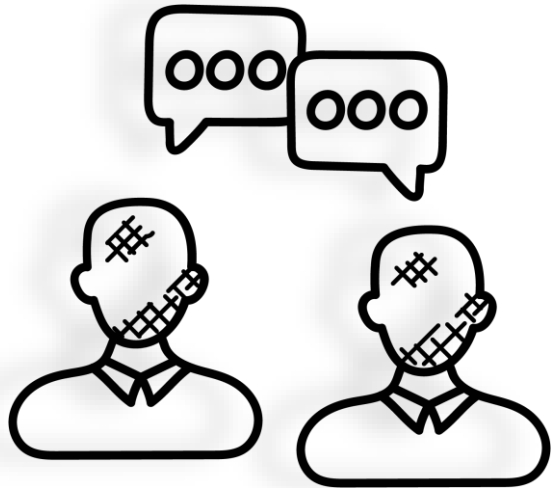
Remember:
Comprehensive Assessment must be done w/in 5 days of admission date and all other Assessments w/in 2 days!

Step 4: Export your Report

Download and export your report in the format that fits your needs.

The screenshot shows a web application interface for 'Your Hospice Agency' powered by HospiceTools. The top navigation bar includes 'Home', 'Patients', 'Schedule', '360°', and 'More'. Below the navigation bar, there are filters for 'From' (2/1/2021), 'To' (5/5/2021), 'Or Select a Patient' (<All Patients>), and 'Show Columns' (All). A search bar shows '1 of 1' results. A dropdown menu is open, showing export options: Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. The main content area displays the 'Admission Audit Report' for 'Your Hospice Agency - North' from 2/1/2021 to 5/5/2021, generated on 5/4/2021 at 6:09:13. The report shows 6 admissions. Below the report title is a table with columns: Patient Name, Date of Admission, Informed Consents, Benefit Election, Patient Res, Initial Plan of Care Date, Admission Orders Date, and Co Ad.

Patient Name	Date of Admission	Informed Consents	Benefit Election	Patient Res	Initial Plan of Care Date	Admission Orders Date	Co Ad
BEAM, JIM	2/1/2021	No	Yes	No		3/1/2021	
BELLAMY, SAMANTHA	4/5/2021	No	Yes	No	4/29/2021	4/30/2021	
DUCK, DAFFY	4/26/2021	No	Yes	No			
JOHNSON, JIMMY	2/1/2021	No	No	No		1/18/2021	
WRIGHT, BOBIE	2/1/2021	No	Yes	No		4/29/2021	



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)

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Check out our website at www.hospicetools.com