

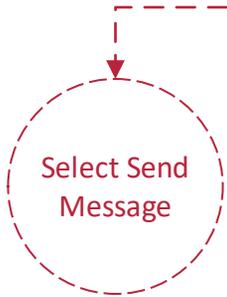
HOSPICE IDG FLOW CHART

Prep Report and Agenda

*IDG Center/Interdisciplinary Group (IDG) Center/
Upcoming Agenda*



Looks at categories of patients on the Meeting Agenda and searches for the statuses of key documents.



Send a message to user(s) regarding an incomplete task. The message will automatically include a link to the patient's chart identifying the task in question.



The Prep Report looks for the presence of the Discharge Visit or Unattended Discharge Note, and the Discharge HIS, Discharge Summary, uploads of either the Revocation Statement, a Transfer Statement, or the NOMNC.



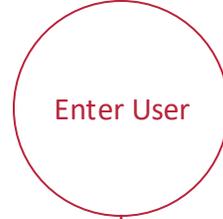
If a task is missing, schedule a document directly from the Prep Report. Selecting Create Task opens the Schedule Center in a new tab and populates the required task in the Task field.

Add Attendee

*IDG Center/Interdisciplinary Group (IDG) Center/
Meetings/View Meeting*

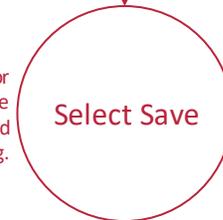
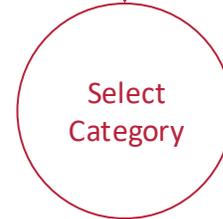
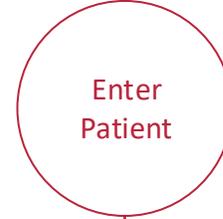


In the Meeting Details section. Ensure coverage for any IDG members who cannot attend meeting.



Add Patient

Add any patient on the same care team (different group) to discuss prior to regularly scheduled meeting from the Prep Report or Agenda tabs.



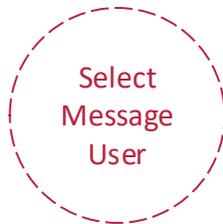
IDG Summary will be created for patient. Patient will still be included in regularly scheduled Group Meeting.

*The Revocation Statement, Transfer Statement, and Notice of Medicare Non-Coverage (NOMNC) are default upload types in your organization's Document Manager. Once you obtain those documents, upload them to the patient's chart and tag them with the appropriate document type in order to identify the documents in the IDG Prep Report.

Team Members, Groups and Patients

Team Members

*IDG Center/Interdisciplinary Group (IDG) Center/
Team Members*



Message any team member directly from this screen.



At the top of the screen to add, remove or update team members.

Groups

*IDG Center/Interdisciplinary Group (IDG) Center/
Groups*



For a direct link to their information in the People Center.



At the top of the screen, then go to the Groups tab to add, edit or remove groups.

Patients

*IDG Center/Interdisciplinary Group (IDG) Center/
Patients*



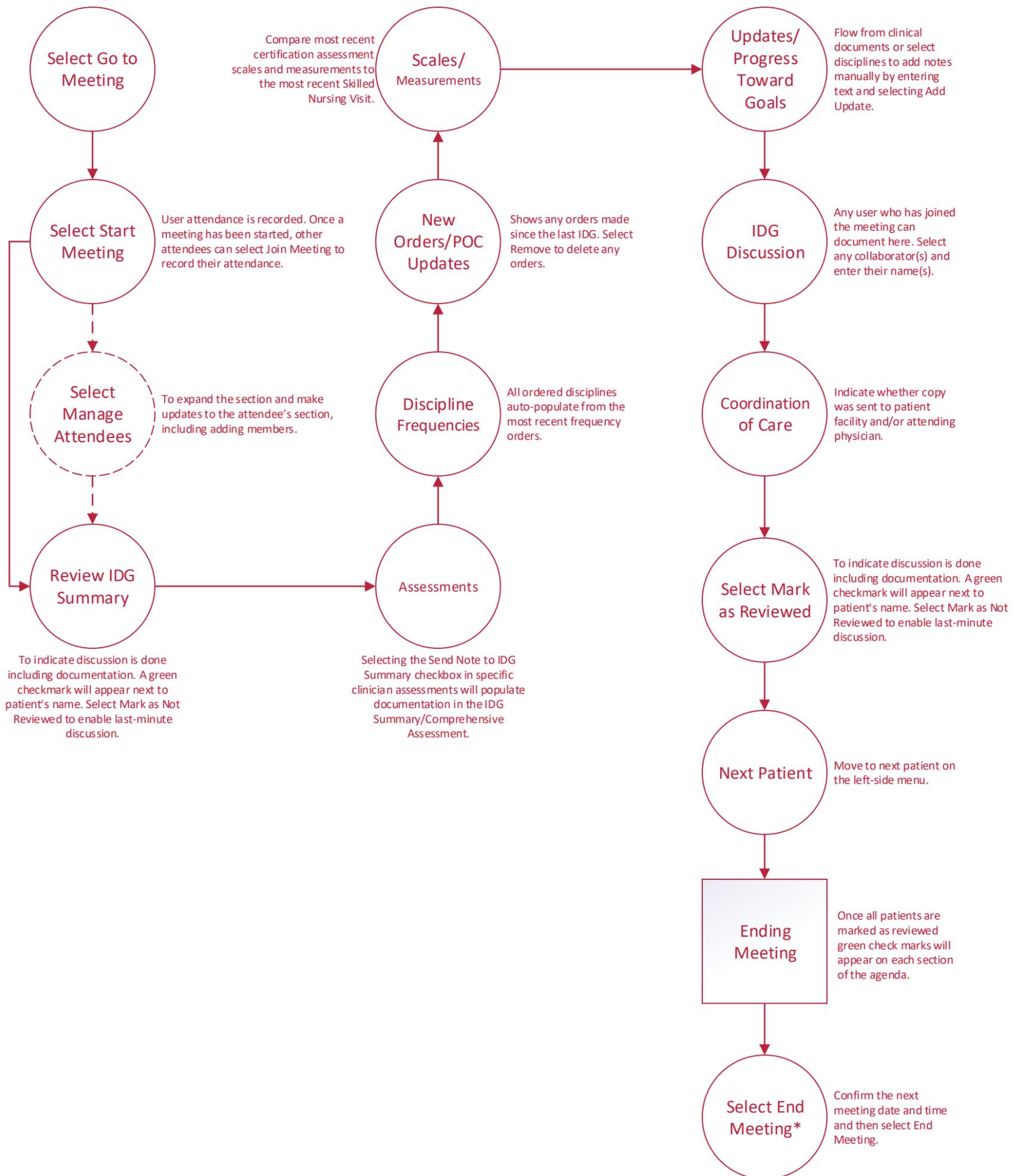
A badge appears next to the patient's name to alert users to upcoming and past due recertification dates.
Upcoming – **30** to 15 days before due date.
At Risk – **14** to 1 day(s) before due date.
Past Due – Due date has passed.



At the top of the screen to edit patients in the list. Users can also change an individual patient's care team from the Patient Profile.

Running a Meeting

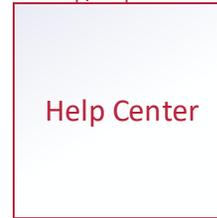
IDG Center/Interdisciplinary Group (IDG) Center/
Meetings



*The system will facilitate your compliance by ensuring patients are discussed at least every 15 days. A meeting cannot be ended until a Registered Nurse, Social Worker, Counselor and Hospice Physician have signed in to attend the meeting.

Help Center Process

Help/Help Center



This center will provide step-by-step instruction on areas of the software, as well as instructional videos.