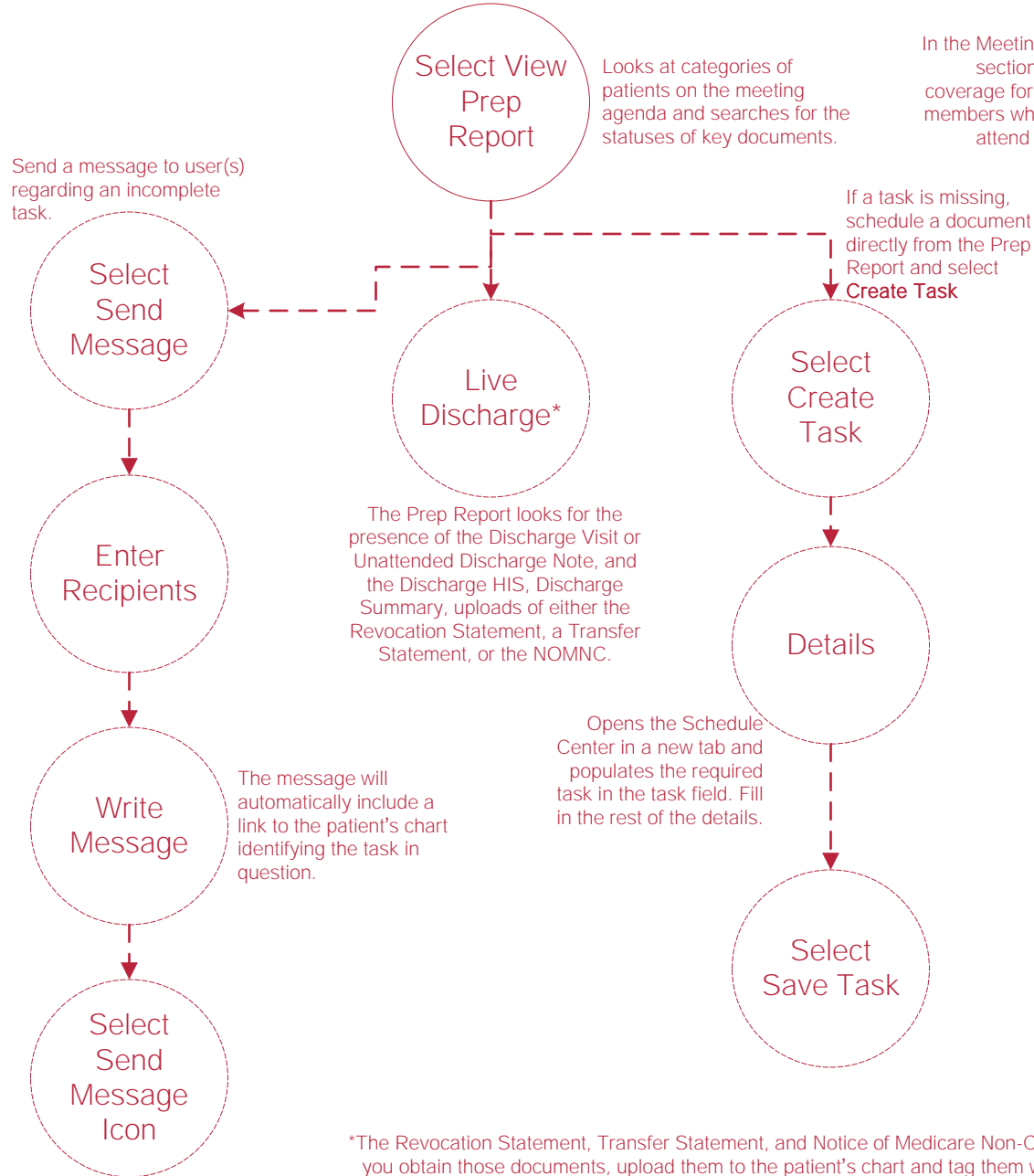


HOSPICE IDG FLOW CHART

Prep Report and Agenda

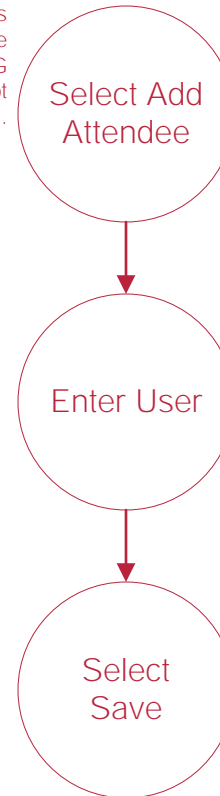
IDG Center/Interdisciplinary Group (IDG)
Center/Upcoming Agenda



Add Attendee

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

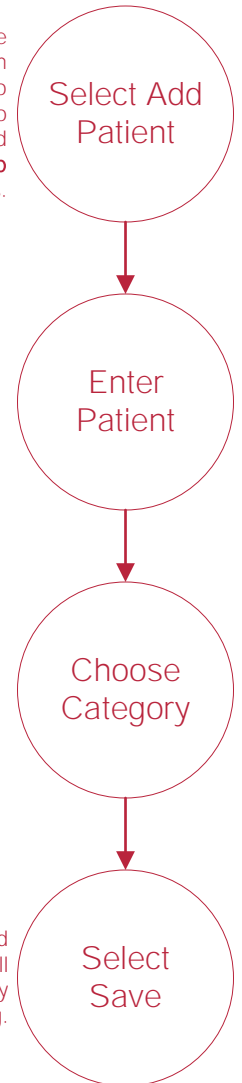
In the Meeting Details section. Ensure coverage for any IDG members who cannot attend meeting.



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 the patient. The 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*

Select
Message
User

Message any team member directly from this screen.

Select Edit
Team

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

Groups

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

Select
Hospice
Physician

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

Select Edit
Team

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*

Recertification
Dates

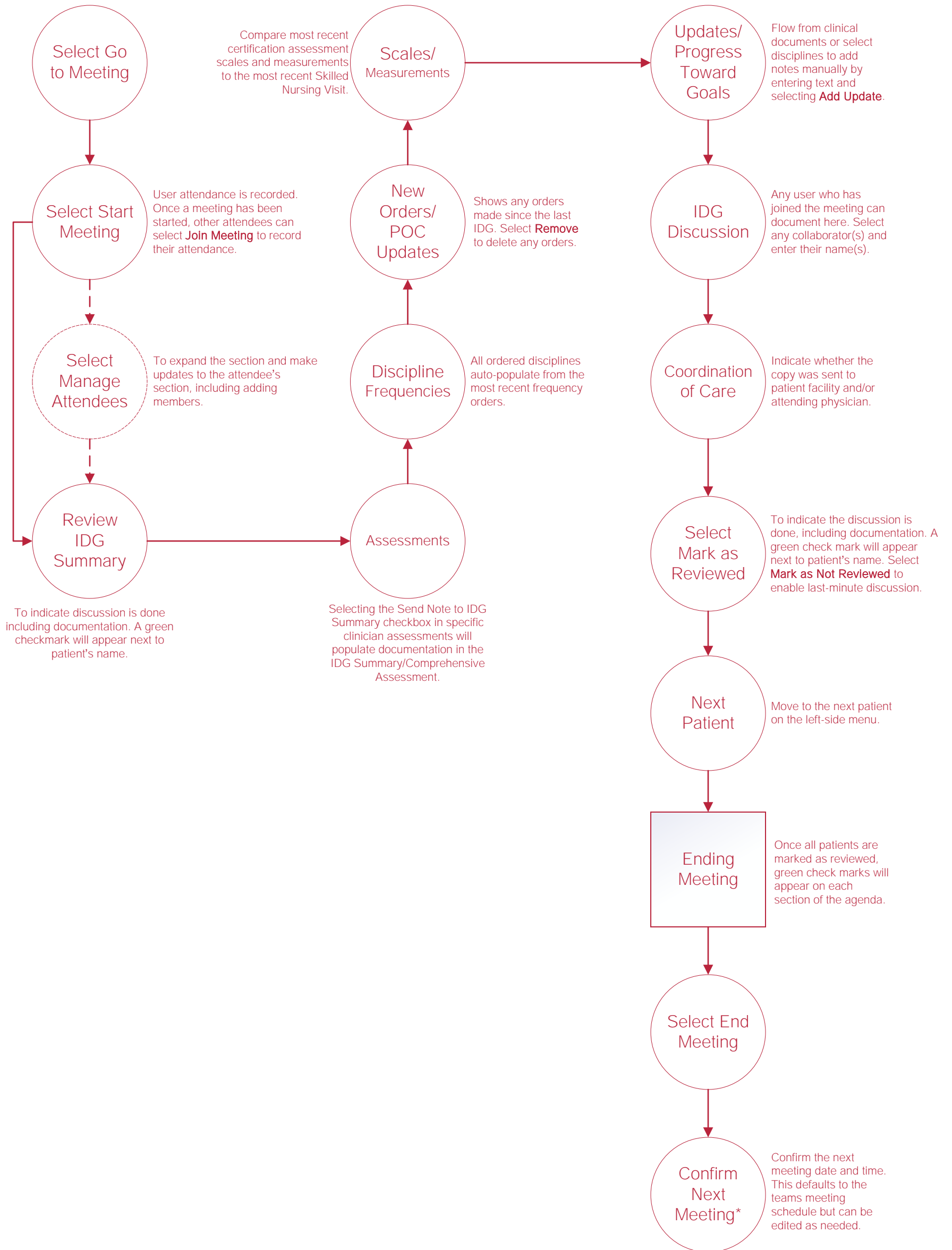
A badge appears next to the patient's name to alert users to upcoming and past due recertification dates.
Upcoming – 15 to 30 days before due date.
At Risk – One to 14 day(s) before due date.
Past Due – Due date has passed.

Select Edit
Team

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



Help Center

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