

HOSPICE OVERVIEW TRAINING MANUAL May 2023

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This manual is for training purposes only and should not be used for official purposes as the Axxess solutions are continuously subject to updates, improvements and enhancements.





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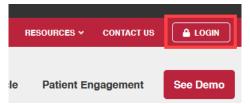
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LOG INTO AXXESS

Navigate to <u>www.axxess.com</u>. Select **LOGIN** at the top right of the page.



Input user credentials and select Secure Login.

6	AXXESS
cpierson@	axxess.com
	Secure Login
	Having broable logging inf

Confirmation appears that Login Successful, select the green **OK** button.



AXXESS PLANNER

The Axxess Planner displays pertinent information specific to a user. Shortcuts have been placed on the left side of the page to allow for easy access to the Axxess applications the organization is using. Users can also see upcoming visits, past due visits, unread messages and a map of today's visits. To access patient charts,





document a visit or bill for an individual patient, select the appropriate Axxess application on the left side of the page.

CAXXESS	Wednesslay, Feb 23, 2002 11:01 AM NZDT the	46" H 69"	Thu Fri Sat Sun Hon arcite Brildt strike write Brildt	Ratientis User Community Help Center Log Ou				
Welcome Christoper Cj	Today's Visits Schedule		Teday's Visits Map (0 Wednesday, Hol 25, 2022 Charge	Unread Messages (2465) Ø				
Central Intake	The form in well attraction to by		EREALAND	Averss 12/22/22 Averst ARE Daily Summary Treate Incode Institution				
Central Calendar	Upcoming Visita		HULLS MARKED AN ADDRESS OF	CITED				
Aucores Help Center	= Fetaruary 2022 = Sia Mito Tu We Th Fr	5a	Annual Annua	S Notephysic read required				
Access Training and Certification	6 7 8 9 10, 11	5.	the Weig Car	Construction for the second second second second				
Home Health		19.	NOCEERY PLACE MANN 4	Janice Mitchell 12/21/22 Augest Husbing March / Weblan Featuring Horne Care Leaders				
Homé Care •	D 18 + T 1 +	1	Name -	Shuthig Hawto keep Employees Happy Assess Tening Agenty				
Hospice •	6 7 8 8 10 11	9	Gorffa maintenant treefer territer					
Test mugika 111			Past-Due Visits \varTheta	Alarts (3) 😧				
Testing Inone Health Agency				Custom Visit - Mobile - Returned for Clinician				
Asxess CARE			reverse free door cover any work and not	Signature Signature				
DDE Black Screen +				OPEN Schedule Date: 07/27/2020 Autors: Tarding Agency				
Asxess CAHPS				CITERD				
				Comparison - Reserved for Clinician Signature				
				Killed Care Visit - Returned For Review Robert Flores Eduction Diame 01/12/2022				

Select **Axxess Planner** in the top right of the **Navigation** menu to go back to the planner.

Navigation Menu - Once logged in, the navigation menu at the top will allow for easy access to the data.

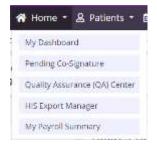


HOME

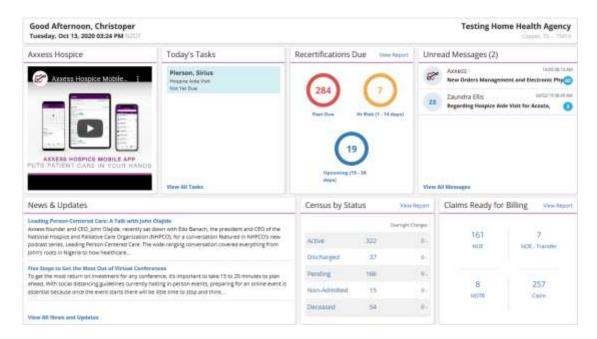
The Home menu allows access to the following actions based on permissions granted to the user.







My Dashboard - Houses eight tiles that include the welcome panel, a branch filter, video, Today's Tasks, Recertifications Due, Unread Messages, News and Updates, Census by Status and Claims Ready for Billing.



Pending Co-Signature - Enables users to stay compliant with the state's Nurse Practice Act and adhere to internal organization policies. The process of co-signing documents can be individualized to meet users' specific needs and streamline organization operations.





Sear	ch by Patient Name or MRN All	Paniem Status 🛩 Alt	Branches • Team: All • 03/05/2023 -04	254/2023 Tasks All •	Espac
Groi	ap By: Ratient Gvent Date Task Norme Assign	et Tii			Conservations) Insurances
	Patient =	Event Date +	Task #	Assigned To =	Actions
	Patient: Abbott, Alexander				
	Abbott, Alexander (MRN: AA12272020) United States	03/30/2023	Stilled Nurse Vall. (Interested heading to Equation)	Abdul MD Test	Co-Sign Hettern Quick View Message Uner
	Abbott, Alexander (MRN: AA12272020) United States	03/30/2023	Hospice Aide Wsit (Summind Paning 7.6 Signature)	Abdul MD Test	Co-Sign. Hettern Quick View Microsopo Union
	Abbott, Alexander (MRN: AA12272020) United States	03/30/2023	Care Coordination Note (Substituted Pending Collignments)	Mary Camos	Co-tign Hercore Quick View Message Usar
	Abbott, Alexander (MRN: AA12272020) United States	03/22/2023	Heating Touch Visit (Submitted Panding De Digensian)	Mary Carnos	Co Sign Hertern Quick View Menungs Unor
	Abbott, Alexander (MRN: AA12272020) United States	03/16/2023	Care Coordination Note (Submitted Peerlog to Upwaters)	Mary Camos	Co-Sign. Return Quick View Message User
	Patient: White, Betty				
	White, Betty (MRN: sti12162020)	030500000	Homemaker VIsII	And the second se	Cartign Amore

Quality Assurance (QA) Center - The QA Center is where clinical documentation is processed by the QA staff. QA staff can view, approve and return documents from within the QA Center. Functionality is split between the **Tasks** and **Infection Reports** tabs.

54.02	ich by Patient Name or MIN	AR PUDING	Status × All Branches •	Team All • 03/05/2023 - 64/0	44/2023 Pending + Tas	ks: All • Tags: All • Exp
iro	up By: Delent Down Date Tank	Name Assigned To		(full)	Peters and Peters Services	QA Tasks by Status
	Patient #	Event Date 🕳	Task =	Assigned To #	Actions	Retarned 0
	Patient: Abatha, Elizabeth					
	Abatha, Elizabeth (MRN: 0001015) United States	03/24/2023	Healing Touch Visit (Subviried with Egrenary)	Amanda Polveli	Apprile Heteri	
	Patient: Abbott, Alexander					Panding 19
	Abbott, Alexander (MRN: AA12272020) United States	03/21/2023	Physician Order (submitted with Signature)	Gaurav Jangde	Apprive Return	Tasks by Discipline
	Abbott, Alexander (MRN: AA12272020) United States	03/21/2023	Physician Order (Subvitted with Signature)	Gauravjangde	Appointe Hotsom	Healing Touch

HIS Export Manager - Users can manage the exporting of HIS documents from **Pending Approval**, **Export Ready** and **Export History** tabs.



Pen	ding Approval Ex	port Ready Export Histo	bry				
See	th by Patient Name	12/16/2021 - 0	0/16/2023 Select H/5 E	port Type 👻 All Branches			Anorree Scienter
	Days Remaining	Patient	Payer	Туре	Admit/Discharge Date	Last Modified On	Actions
	• 48 days overdue	AKUHWA, Angelo	AccessRCM Test Payor	Admission (1000) (Elecenteration)	01/13/2022	02/18/2022 07:16 AM	Check Errors Edit.
	😑 5 days	Albina, jimmy	Medicare	Admission	03/07/2022	03/15/2022 07:14 AM	Apprave Edit
	• 14 days overdue	Ang, Mwy Beverly	AxxessRCM Test Payor	Admission (Elementrolie)	02/16/2022	03/05/2022 01:30 AM	Check Errors Edit
	• 49 days overdue	Anthony, Charlies	AxxessRCM Test Payor	Discharge (3 house trees)	01/19/2022	02/12/2022 04;41 AM	Approve Edit
	• 14 days overdue	Atenaga, Robo	AxxessRCM Test Payor	Admission	02/16/2022	02/17/2022 10:25 AM	Agarave Edit
	26 days overdue	Atthi, Test	AxxessRCM Test Payor	Discharge (19900000000000000000000000000000000000	02/11/2022	02/12/2022 04:17 AM	Apprave Edit
	• 14 days overdue	Belasubramanian, Prbakaran	AccessRCM Test Payor	Admission (Transmission)	02/16/2022	02/17/2022 10:04 AM	Apprive Edit.
	48 days overdue	Bates, Samaritha	AxxessRCM Test Payor	Admitsion (Alexandration)	01/13/2022	01/14/2022 09:39 AM	Apprave Edit

PATIENTS

The Patients menu allows access to the following actions based on permissions granted to the user.



Patients Dashboard - Shows six tiles that keep clinicians up to date on important information including, the Census by Level of Care, Census by Status, Recertifications Due, Patients by Service Location, Advanced Directives and Patients by Benefit Period.





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At Blok (1 - 54 days)
)
0 dayst
Viena Rejopre

Inquiries - See all patient inquiries (sales leads) with functionality to add, edit, delete, export and/or convert to referral.

equiry Date +	Patient information 😡	Contact Information 😡	Branch #	Service Requested	Assigned Team Member	Follow-Up Date	Comment		Actio
	White, Paul (505) 535-5555		United States	the backet	Ind Average	(W.94255)	West Australia	Convert to Referral	œ
2/24/2022	Pande, Sameer Q (343) 434-3234		United States	with the second	(and the state of the	An and the	Wei Harrison	Convert to Referral	œ.
2/22/2022	Murray, Dejourtes	Murray, Hardet	United States	Holpice	Pierson, Christopher	63/28/2022	ø	Convert to Neferral	w
2/14/2022	sharma, shisha 0-1214(575-771)		Wolted States	an Autom	10.0.0.0	-mountaine -	The Devictor	Concert to Referral	œ

Referrals - See all patient referrals with functionality to make notes, edits, export, nonadmit, convert to pending and/or remove.

Referral Date -	Patient Name	Branch	Line of Service	Referral Source.	Date of Birth	Gender	Created By			Action
12/18/2022	Dog. john	United States	Hospice	Physician	01/01/1960	Milli	Jose Lopes	None Generalization and	++++++ 3	. 1
12/36/2022	Golimad, Sacilia	United States	Hospice	Physician	02/06/1950	Fermin	Sorika Galeward	Anne conversioned as		
12/15/2022	Mobajan, Bhashand	United States	Hospice	Physician	02/06/1998	Mate	Ilhinhon Mahajan	Anne Generale Poiding in		e 1
92/15/2022	riggins since	United States	Hospige	Other	06/04/1970	Fersile.	Sana Riggina	Name Constitution and an	n Alex 3	r 1
02/75/2022	IIHATNAGAR AAHAT	United States	1400gaça	Physician	12/21/1940	female	Aetal Bhathagar	Antes Converting Society in	redden g	
02/14/2022	Nesack, stay	United States	Назрен	Other	08/17/2006	Mate	Heidi Noack	NAME CONSTITUTION		r 1
12/13/2022	P LN Issi, P PN Issi	Unmed States	History	Physipan	02/03/2022	Fernale	Sarika Galencel	NAME CONSTRUCTION		
s2/63/2022	hesse, herivets	United States	Норнон	Other	11/19/1954	Fernale	Parreta Henkets	Name Conceptor Proving in	en Admite (j	
11/17/2022	gengavaram, lakihmi	United States	Hospice	Other	68/25/1950	Fernale	Jayalakiheri Ganguvarum	Annuel Convertity Pending Te	re-Head I	1
01/12/2022	Hidgi, Goodness.	United States	Hospice	Catery.	03/05/1970	Female	Samuel Bollari	Amon Convertie heading to	wAnne 1	

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Patient Charts - See all patient charts with functionality to view information (including the schedule), make edits and quick links to other patient information.

Status	AR Antonia Ali		(Active V	Male + 58 Years Old +	01/04/2022 inum Medicare Number Medi		Nett	of Docements	Quick Li Alergy Banaverse Diagnoss Prequency Infectious Di Medication	e staa	e
ANISSIAA, Agateo	κî	ł	Tas	ks						View Patient		-
thes Patient			- 20		Y Albechies	w Derteelden				Const lamour	0	date
Accord, Argel				Task		Status	Schedule Start	Schedule End	Assigned To		Ar	tion
Accent, Charlemark					visium Certification of SS	(Hat hat Day)	Mar 02, 2022		Amrita Deshponde			
dama. Abesali				Care-Coontin	ation Note	Hol Yet Gee	Mar 02, 2022		Nod Neser		8 A 1	
en amore				Telebeatth N	WR	(Not Tel Gas)	Mar.01, 2023		Nosi Nosee	в		
dams, Mortica				Distance Protection	advis Baussessiania	(Barris Barris Barrison)	Sec. 25, 2023		Inclusion Description			

Medication - See all patients' Medication list with functionality to add, edit, discontinue, delete, print, sign, copy meds and view interactions. Functionality is split between the Medication Profile, Detailed Drug Interaction Report, Orders and Signed Medication Profile tabs.

Branch Ab (m) Status Active (m) Level of Ab (m) Gare	Attorno Greg p Hate * 1 Years Gut * \$4555 Spring Maley Ro Drug interactions Result	the Level of Larvier, React		10 313 6438 • 📓 10/07/201	a • (Stas Bash.)	Area Facultaer
Q. Seech Paramiu	Majar Drug Meterarrise 🕕 🕚	inducario Hirog In	lecettian 3	Har Ing the second	B	
aansaggkas, kusas *		Orug interaction	1.1		Scation Profile	Optime Mechanisms
Accord. Chunkmunk	Medication Name Dasage/Route/Frequency	Indication	Start Date Glassettinue Date	Added Physician Discontinued Physician	Administrated By	Aution
Ackies, Jensen	Active Medications (6)					
Admission, Patient	Comme D Cournedin		Mar.31,			
Admission, Test	15 + Ro + Dally O Heater	Tang	2019		Cereptor	Edite
Again, AA	COST & Apermurphine		Feb 34, 2019			
Akiba Akib	t.d + Po + Daily (8 Heater)	Test	110.84, 2019		Carepter	Edit
Alarcon, Irené	Come D Daildrena ibuprafen	Taut	jer 27, 2010		Carepher	140
Alejaretro, Helji	B Header	1441			Cardines	1.00

Electronic Medication Administration Record (eMAR) - See the list of the patient's active medications and filters with the ability to add medication actions and download the eMAR (permissions based).



Electronic	Med	cation	Administration Reco	rd (eMA	(R)								
Branch Distor Lavel of Care	a O	10.0	Terrate + 75 Year	United States AAA FINAL, TEST TINALSEPESSES (Seek Leks - Torsky + 75 Year) TH - Remond Application Car + Control + Alegon (1) Sacharged 0 The advance United Report Car 4 (Sector Action + Bottorines + 1) (Sector Action + Control - Carlos - 1)									
Q beschilleten Mag, Smoke ansi saturs		÷	Electronic Medicatio		istration Rec	ord	CAPSE	1023 >				catae Profile	
4,21			Wedication	Arre	Tare	Are	Ren	They.	There	12,611	1919	Tyre -	
AAA PRAAL TEST	2	1	Construction of the second sec		Takas Lor								
aanton, Patren Miss, Kamber Miss, Kamber Mangeris, Carrett			3 Addity Maintena 300 reg Ammenacular tojoche, serended milaan 1 + 1 + 90 - Ahar Maak 1 + 1 + 90 - Ahar Maak 1 + 1 + 90 - Ahar Maak 1 + 1 + 90 - Ahar Maak				Batton Ann Battonid D						
		- 23	Discontinue Date: Not.	*2					_				

Allergy - See active and inactive allergy lists with functionality to add, edit, deactivate, restore and print allergies.

Print Alle	ergy Profile			No Known Allergies	Add Allergy
Allergy	Туре	Severity	Start Date	End Date	Actions
Active All	lergies (1)	AE			
Tylenol	Medication	Severe	jan 01, 2000	(A)	Deactivate Edit
Inactive /	Allergies (1) His	ie Ali			
Peanuts	Food	Moderate	Jan 01, 2020	May 13, 2020	Restore Lat

Bereavement - Bereavement Plan of Care enables users to document goals, interventions and services related to bereavement before and after a patient's death. Functionality is split between the **Bereavement Plan of Care** and **History** tabs

Patient Information			
ationt Name	Patient ID/MR Number	Date of Birth	Date of Admission
Arthur AArthwelk	000035/7	50/14/1964	11704/2022
Date of Death	Terminal Diagnosis	Bernevement Discharge Data	
	GNI Hurrongson's disease	410 Aut 10 A	
Bereaved Information			
and Andrew Renned			

Plan of Care - See all patient's Plan of Care with functionality to view historic, update, add or remove problem statements, interventions and goals. Functionality is split between the **Comprehensive Plan of Care**, **Problems Statements** and **History** tabs.





Patient Information	1							
First Name	мі	Last Name	Suffix		Date of B	irth	Gender	MRN
Angel	h	Accord			曽 08/15/	1960	Female	Accord010
Address Line 1		Address Line 2	City		State	ZIP	Medicare N	Number
16000 Dallas Pkwy			Dallas		ТХ	752486607	321654987/	A
Medicare Beneficiary	Location				PhoneNu	mber		
Identification	Home - Q	5001			Home: (21	4) 575-7711		
56985478965								
Legal Representative		Attending Physician	i					
		JONES , ZAUNDRA NP 4591 SOCASTEE BLVE MYRTLE BEACH, SC 2)					
		(843) 497-5929 (Office (Fax)	e), (843) 293-1115					
Admission Date			e), (843) 293-1115	Benefit Per	iod Start D	ate	Benefit Per	riod End Date
		(Fax)	e), (843) 293-1115	Benefit Per		ate	Benefit Per	
11/13/2019	'n	(Fax)	e), (843) 293-1115			ate		
Admission Date 11/13/2019 Provider Informatio Provider Name	'n	(Fax)	e), (843) 293-1115 Address Lin	# 05/11/20		ate Address Lin	# 07/09/20	

Diagnosis - View, edit, print and/or download when diagnoses have been added, updated or removed.

Saved By	Date				-	Actio	on
Matthew Abbott	09/22/2020	i.		A	ction (n.f	vegr	193
ICD-10 Code	Description	Related	Start Date	Resolved Date	A	ction	ns
167,1 (Terminal Diagnami)	Cerebral aneurysm, nonruptured		04/01/2020	Currient		- 5	x
30.0	Acute nonspecific idiopathic pericarditis	Yés	02/01/2020	Current			1
G30.1	Alzheimer's disease with late onset	Yes	01/01/2020	Current			œ
110	Essential (primary) hypertension	Yes	09/22/2020	Current			x
	Cancel						
ian Santos	04/01/2020	ę.		Vie	w Details	Ð	4
an Santos	04/01/2020	6		10	w Details	8	
sikrishna Vinnakota	02/20/2020	ii.		Vie	w Details		

Frequency - View active, inactive and discontinued frequencies from all benefit periods for all disciplines. There is also functionality to update and print frequencies.





Disciplinesi All + Bee	efit Period 05/28/20	19 - 07/26/2020	Dute Ray	<pre>05/28/2020</pre>	- 07/26/2020	Expend Al Oriegoe Al	Opdate Fréquencies
Discipline	Visit Frequency	PRN	Start Date	End Date	Scheduled Visits	Available Visits	Action
Active Frequencies (4	Hide All						
Dietary Counselor	(201)	N0	Jun 15, 2020	Jun 27, 2020	0	4	
Medical Social Worker	(tert)	No	jun 15. 2020	Jun 20, 2020	0	3	
Skilled Nurse	(INT)	No	jun 15. 2020	Jun 27, 2029	1	1	View Schedulest Tasks
Skilled Nurse		YHF 🖪	Jul 25. 2020	Jui 26, 2020	0		
Discontinued Frequer	cies (1) mite All						
Skilled Nurse	(2+2)	No:	Jun 15, 2020	Jun 27, 2020	0	0	

Infectious Disease - Add and view COVID-19 screenings.

Entered By	Type of Screening	Person Screened	Name	Screening Date	Screening Results	Risk Level	Actions
Christoper Cj	COVID-19	Patient	Accord, Angel	10/15/2020	Yes-1/4 questions	Low	West
jordyn Waugh	COVID-19	Patient	Accord Angel	04/02/2020	Yes- 0/4 questions	High	Siew
Matthew Abbott	CDWD-19	Patient	Accord Angel	03/30/2020	Yes- 1/4 questions	Low	view
joan Zachariah	CDVID-19	Patient	Accord Angel	03/27/2020	Yes- 2/4 questions		View
Charishma Damuluri	COVID-15	Patient	Accord Angel	03/24/2020	Yes- 1/4 questions	LOW	thew

Level of Care History - Displays the patient's admission date, discharge date and admission type. Select **View Details** under Actions to view the patient's level of care history.

Admission Date	Discharge Date	Туре		Action
06/05/2022	09/06/2022	New Admission		View Detail In Progress
Level Of Care		Start Date	End Date	
Routine Home Care		07/28/2022	09/06/2022	
Respite Care		07/20/2022	07/27/2022	
Routine Home Care		05/29/2022	07/19/2022	
		Gove		

Orders Management - Orders are split into three sections: **To Be Sent** for orders ready to be sent for signature; **Pending Signature** for orders that were sent for signature and are expected back; **Completed Orders** to view and track completed orders.





 with by Putness	Nerve Sant	the Physician	Q. Type to	ugar skhe-	Order Date	Age Al •	Brandt A	t • Teanica	ind billion and a
Age of Order +	Patient 0	Team #	Physician	Delivery Method	Туре	Order Date	Data Approved	Order Preview	Action
1 days	Ogle_Amonde	Acodest Acodemy	Relph Occentie		Physician Order	02/17/2022	02/17/2022		Marth as been Update Delivery Method 😑 🔬
1 days	Again, Checking	Teven Stars	OWAS LODH	No. Anna Sala	Physician Order	10/17/2022	62/17/2822		Marti as Sen Update Delivery Method 🖨 👌
7 days	Asobars, emor	ARC Team	pose Logies	Mail	Physician Order	82/14/28/22	63/16/2022		Marts as ber Update Delivery Method 🖶 🛔
2 dáyi.	Larriett, Kert	Assess Academy	Ralph Dostittie	10.00	Instal Plan of Care	10/15/2102	02/16/2022		Math.us Ser Ilphinis Delivery Method 🗃 🛓
3 risys	RoseText, AnnyRelaters		Ralph Goolittle	-	Physician Order	62/16/3023	03/10/2023		Harts as Lee Nations Defining Method 🗃 👌
2 days	BaseText, AmpPalant	Access Team	Balph Docktrie		Physician Order	10/14/2023	92/16/2022		black as bein Update Delivery Method 🖶 🛔

Consents - Upload, manage and track electronic consent forms and other important documents that the patient/caregiver must sign before starting hospice care.

				Signed O Not Signed	0	Refu	ised
Admission Date	Document Type	Date Signed	Status			A	ctions
10/28/2020	Consents	02/25/2022	0		٠	ar.	a (
10/28/2020	Advance Directives	WW Averagely	0	Mark as Signed Refuted to Sign	*		-
ne Aspire	Hospice Physician Certification of Terminal Illness	my Assistant	•	Mark as Signed - Refused to Sign	٨		
Anikepu	Face-to-Face	No Averably	•	Mark as Signed Refused to Sign	*		
No. Areason	Advance Directives	WY AVERSIN	•	Mark as Signed Refused to Sign	۸		
10/28/2020	Hospice Election Statement	07/22/2021	0		£		

Benefit Period Manager - Update and correct the benefit period information when corrections or adjustments are needed.





Action	Туре	Associated Benefit Periods	Discharge Date	Admission Date
View Detail In Progres	New Admission	8	Current	10/28/2020 (Carrent Automation Parties)
Actions	Reporting 0	Benefit Period End Date	riod Start Date	Benefit Period Number Benefit Per
No Actions	0	04/20/2022		8 (Garrant Banalit Parind) 02/20/2022
Use for Recertification Reporting		02/19/2022		7 12/22/2021
Use for Recercification Reporting		12/21/2021		6 10v23v2021
Use for Recentification Reporting		10/22/2021		5 08/24/2021
Use for Recercification Reporting		08/23/2021		4 06/25/2021
Our for Recertification Reporting		06/24/2021		3 04/26/2021
Use for Recentification Reporting		04/25/2021		2 01/26/2021
Use for Recercification Reporting	6.51	01/25/2021	AU.	1 10/28/2020

Authorizations - Identify payers that require authorization and track authorizations seamlessly.

Authorization Number	Insurance =	Authorization Type	Start Date 🗸	End Date	Status #			Actions
123654987	Tricare Mango	Date Range + Authorized Units	03/01/2022	03/31/2022	Active	Edit	View Service	Delete
ZE02282022	Tricare Mango	Date Range + Authorized Units	02/01/2022	02/28/2022	Active	Edit	View Service	Delete

Non-Covered Items - Document notification of a patient's or caregiver's request for an addendum to the election statement by generate addendum, mark as signed, refused to sign, edit, print, download or remove.

Requested Date *	Requested By	Name	Addendum Status	Signature Status	Signature Date				- 74	Actions
	inequested by	Thursday.	Production of the second second	Signator C Status	Signature sate -					ACCIONS
11/06/2020	Patient	Abas, Patient	Created	0	Wet Annäuber		F	8	4	
09/28/2021	Patient	Abas, Patient	Furnished	0	vice devalution	Mark as Signed	Refused to	5ign	8	٠
02/25/2022	Patient	Abas, Patient	Created	0	nice Association		12		+	





Download Patient Chart - Download and print multiple documents at once or the entire patient chart.

	Branch	P	atient Status	Patient *		
	Branchers: All		Patient Status: All	Type to Sear	ch Patient	
	Search By	Be	enefit Period *			
	Benefit Period Colte Ranger		Benefit Periodis: All			
	Document Status	C.	ategories			
	Document Status: All	5	A8 Categories	2		
Requested On #	Requested By =	Status =	Herquest Dr Branch	Date Range	Patient	Action
01/12/2022	Buffington, Crystal	Exported	United States	12/01/2021 - 01/31/2022	Buffington, Lilo	Espert 3
01/12/2022	Sin, Charmaine	(Exported)	United States	×	Mendes, Amanda	Export 8

Vital Signs - View vital sign logs that enable clinicians to monitor patient status and provide helpful insights into eligibility and treatment decisions. Functionality is split between the Vital Signs and Additional Measurements tabs.

Date Range	11/25/2021-02/	24/2022						
Date	Entered By	Task	Pulse	Blood Pressure (mmHg)	Temperature	Respirations (/min)	O2 Saturation (%)	Actions
02/15/2022	Partida, Jessica	Skilled Nurse Visit	76 Apical Sitting	173/85 Sitting (L)	98 *F Oral	10	15 On Oxygen	No Actions
02/07/2622	Partida, Jessica	Skilled Nurse Visit	58 Apical Standing	186/80 Lying (R)	96 °F Temporal	10	10 On Room Air	No Actions
01/26/2022	Partida Jessica	Skilled Nurse Visit	68 Apical Lying	173/85 Lying (L)	89 °F Temporal	10	15 On Oxygen	No Actions

Symptom Ratings - View symptom rating logs that enable clinicians to monitor patient status and provide helpful insights into eligibility and treatment decisions.

Date	Entered By	Task	Pain	Anxiety	Appetite	Constipation	Depression	Dizziness	Dyspnea	Nausea	Sleep Pattern	Vomiting	Weakness	Actions
02/07/2022	Partida. Jessica	Skilled Nurse Telehealth Note		2	2	0	2	0	0	2	3	t	ġ.	NO Actions





Deleted Tasks - Users can restore tasks that have been deleted from a patient's chart in error (permissions based). Once the desired task is found, select **Restore** under Actions to restore the task back to its original status.

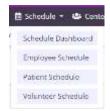
Task *	Scheduled Date	Scheduled To 🗦	Status 0	Deleted Date	Deleted By 0	Actions
RN Initial/Comprehensive Assessment	10/13/2022	Jhonamie Gungob, RN	Not Yet Due	10/13/2022	Jhonamie Gungob, RN	Restore
Skilled Nurse PRN Visit	12/29/2022	Jhonamie Gungob, RN	Returned for Review	12/30/2022	Jhonamie Gungob, RN	Restore

Wounds - Lists all active and inactive wounds for date range indicated. From here, you can view pertinent wound data per wound documented such as the wound name, location, onset date, type and measurements.

Date Range	01/05/2023 - 04/										Export
Date	Entered By	Task	Wound Name	Location	Onset Date	Wound Type	Length	Width	Depth	Resolved Date	Actions
01/26/2023	Cohodes, Carla	Skilled Nurse Vinit	sacrum	Accessible	01/26/2023	Pressure Bojury	2	2	2	the southeast	No Actions
	1 total results									Show 5	~ entries

SCHEDULE

The **Schedule** menu allows access to the following actions based on permissions granted to the user. NOTE: See Intake/Scheduling manual for further details.



Schedule Dashboard - Provides real-time data for scheduled tasks, patient frequencies and visit activity, with actionable widgets that enable users to open filtered and full schedule reports and navigate directly to scheduled tasks (permissions based).





Scheduled Tasks		Age yebels	Visit Alerts			Time Heart
Today >						
21 enterine	9 Sciencerg	1 maples Projecter	5 Network Mark	6 Namped Mds	162 1931 Mar Martini	18 VSRLPending GA
2 Metalization	2. Aprilationerg	1				
5 Harvin						
All Distiplines						
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Baller, Brit	Baller, Brib	Builty. Devis		No.	Appagement Type	Gere
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Employee Schedule - See all employee schedules with the same functionality as the Patient Schedule. Manage employee documents and see Infection Reports. See Bereavement Services and add Non-Patient Activity.



Patient Schedule - See all patients schedules with functionality to view, add tasks and drag and drop visits. The default view is 14-day periods in a calendar view but can also be viewed monthly, by list or benefit period.



Branch Al Status Active Level of All Care	NO 100 100	Active	Female + 17 Years Old	NURK Accord0150 Quin Lin * Bautine Hone Care * (2017) vay, Datlan, TX * (2) (972) 689 NB		Catalant weeks • \$2005		 Print Farm/Net
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Vphu, AB								
livis, de Chipmunii								
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Volunteer Schedule - See all employees schedules that have the employee type of volunteer with the same functionality as the Employee Schedule. Manage employee documents and see Volunteer Activity and Bereavement Services.

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CENTERS

Bereavement Center

Enables users to manage all bereavement activities, tasks and contacts in one convenient location (permissions based).





Branch Statue Q. Search Oritisc	All Altim	•	Male Male	+ T3 Years Old	. 6009731 Quick Links - Routine Horne Care •		ert Chart • CErson Data	io.	Press	faceshiet /
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Abencrombie, Bo	e,		Wayne, Juhn	Other Relative	11/06/2523	3		Active	View	Sinie

Interdisciplinary Group (IDG) Center - Gives users complete control over IDG meeting processes. All information is accessible/consolidated in a central location for easy management of all IDG-related tasks.

Branch All 💽 Q. Sweth Teams Assess Team	Axxessians Clinical Manager Hospice Physic Clinical Clinical Clinical State Clinical Manager State Clinical Manager Hospice Physic	A REAL PROPERTY OF A REAL PROPERTY OF	Recertifications 8	Unassigned Patients 3
Avenger Test Team	Upcoming Agenda Meetings	Team Members Groups	Patients	
PrutSalad	Meeting	Group(x)	Action
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Breepe's Team	05/04/2020 02:00 PM	Hospice C	Gene .	Week Machilley
Team of Dr. Santos	03/13/2020 02:00 PM	Hospice P	103	Visur Maating

PEOPLE

The **People** menu allows access to the People Center based on permissions granted to the user.



This manual is for training purposes only and should not be used for official purposes as the Axxess solutions are continuously subject to updates, improvements and enhancements.





People Center - See all employee files with functionality to view information (including the schedule), edit their profile, add tasks, manage documents, reassign visits and links to send messages and employee schedules.

Branch Al +		Aaditya Muly	re Male Mil mg Datas TX • 🗳 (214) 273-777	• # #100	140		Discharge Univ Lister Overlage
Employee Type ») - Teen »/ -	Active	Tirls Attornurs Administra	Credentials Teares	Bate of Hire			(Hungs Delations)
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iberti Garl							
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stanije Pani							
Aphron Sevenan							

Payroll Center - Generate payroll export files with the data elements and formatting required by the organization's payroll vendor. Functionality is split between the **All**, **Pending Approval, Approved/Pending Export** and **Exported/Paid** tabs.

Traing three dualst agong on which the set	0/000 E00	and the second	trais La	Tale Berr	ill. Indust	Name für - III N	wein Prilliperie		
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Cristeent	United States		7041-	America's Wently			08/89/2227	DG Meeting	
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Volunteer Center – Using the Volunteer Center is an easy way to track and monitor volunteers and their scheduled tasks. Functionality is similar to the calendars seen above.



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BILLING

The Billing menu allows access to the following actions based on permissions granted to the user. NOTE: See Billing manual for further details.



Billing Dashboard - Displays six panels that are important in the day-to-day activity of a biller including Deposits (Last seven days + Future), Claims Ready for Billing, Bill Holds, Claim Count Summary, Census by Level of Care and Eligibility Issues. Select the **View Report** hyperlinks to see the full reports.





46 Burchet +						
Deposits (Last 7	7 days + Finure)	Ves Report	Claims Ready for Billi	Ves liquet	Bill Holds	Vide Republic
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	1000000				Thempton	Home Health

Notice of Election (NOE) - Check the status, verify, print, download, submit, delete (individually or in bulk) and create new NOE's.

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Cik	k the 🙁 🗿 🗿	icons in the tabl	e for more informat	an		0	Ready 😑 Missing	ON	ot R	eady	¥.;
	Туре 🗉	Patient #	Admission Date	Election Form	Certificate of Terminal Illness	Initial Assessment	NOE Verified			Actio	m
	81A NOE	Houston, West	12/01/2021	0	0	0	0	Verify	8	۸	8
	S1A NOE	Houston, West	12/01/2021	0	0	0	0	Warthy	8	£	8
	• STA NOE	West, Atlanta	10/14/2020	0	0	0	0	Vertfy	8	٨	
	81A NOE	West, Redi	11/01/2021	0	0	0	0	Verify		*	
	81A NOE	West, Jermifor	11/01/2021	0	0	0	0	Verify	8	£	8
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	B1A NOE	West, Abby	11/01/2021	0	0	0	0	Verity	e	4	
	. STA NOE	West, Emily	12/01/2021	0	0	0	0	Vertfy	8	£	8
	. SIA NOE	West, Sharon	12/01/2021	0	0	0	0	Vertfy	8	۵.	
	. BIA NOE	West, Sharon	12/04/2021	0	0	0	0	Verify	8	4	
	. 81A NOE	West, Joe	10/01/2021	0	0	0	0	Verify			

Notice of Termination/Revocation (NOTR) - Check the status, verify, print, follow up, download, submit, delete (individually or in bulk) and create new NOTR's.



								200		
Cic	k the 🗢 O O icons i	n the table for more information				O Ready O M	issing C	ēyo	t Re	ady
	Туре =	Patient 3	Revocation / Discharge Date =	Discharge Visit	Revocation Statement =	NOTR Verified 3			A	tio
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	BIB NOTE	Abertrombie, Alice	05/18/2022		•	0	Verilly	=	₽.	4
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	• STB NOTE	Adams, Abigail	05/24/2022	0	0	0	Verte		e	4
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	• 818 NOTR	Blessing, Nicina	11/16/2022		0	0	Vertig		е.	A
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		Charles and the second	14 Jac 200 10		1.4		11/12/	121	-	

Claims - Search, create, delete, verify and submit claims. Also check the status, verify, follow up, download and print claims.

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Но	ver on 🥏 🤨 🗿 icons in the ta	ble for more infor	mation				📀 Rea	dy 🧿 Missing 🕯	D Not P	leady
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	• 812 1st Claim (10+++)	West, Redi	11/01/2021 - 11/30/2021	\$5,980.78	(Treated)	0	0	0	Verify	e 1
	• 812 1st Claim (1000)	West, Abby	11/01/2021 - 11/30/2021	\$5,980.78	(Creating)	•	0	0	verify	₩.
	• 812 1st Claim (Sine)	West, Mary	12/01/2021 - 12/31/2021	\$6,180,14	(Created)	•	0	0	verify	e 4
	• 812 1st Claim (1979)	West, Jay	01/01/2022 - 01/31/2022	\$5,180.14	(Coulted)	0	0	0	Verify	8 4
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	• 812 1st Clarm (TErrer)	West, Maine	01/01/2022 - 01/31/2022	\$6,180,14	(Dualint)		0	0	verity	
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	• 812 1st Claim	Houston, West	12/01/2021 - 12/31/2021	ALC AND DO DO	(Cruster)	0	0	0	Vecify	e 1
	• 813 Commuling Claim	Houston, West	01/01/2022 - 01/31/2022	NY Applicable	(Quality)		0	0	Verify	e 🔺

Remittance Advice - Automatically posted through all payers once received and the associated claims have payments and adjustments posted to the claims. There is also functionality to view and/or edit remittance.



Principers: A8 + Q	Search by EFT Nomber. WM/DD/YYY	www.comww					^	dd Remittance
Provider	Check (EFT) Number	Payment Data	• Payer 0	Payment Amount	Remaining Balance	Claim Count		Actions
Testing Hume Health Age	ncy. Int 2003012022 (Manualy Created)	03/28/2022	Metficare	\$38,524.00	\$36,524.00	10.000	Edit	View Details
Testing Home Health Age	ncy.inc EFT101010 (Manually Created)	12/23/2021	Blue Cross Blue Shield	\$2,554,25	\$2,554.25		Edit	View Details
Testing Home Health Age	ncy.inc EFT123 (Manually Counted)	12/06/2021	Medicare	\$5,000.00	\$5,000.00	2	Edit	View Details
Testing Home Health Age	ncy. Inc. test232141 (Wanavity Cinnai)	11/01/2021	Medicare	\$222.00	\$222.00		Edit	View Details
feating Home Health Age	ncy, htt: seni00101 (Manady Donaid)	10/27/2821	Metficare	\$222.00	\$222.00	t	titit	View Details
Testing Home Health Age	ocy, inc. test01122 (Manually Granid)	10/14/2021	Medicare	\$500.00	\$500.00	111.000	Edit	View Details
Testing Hume Health Age	ncy. Inc. 123456798000000 (Wassariy Counce)	10/14/2021	Medicare	\$1.00	\$1.00	-	Edit	View Datails
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Testing Home Health Age	ncy, Inc. saddissis (Manually Granat)	07/31/2021	Medicare	3111,111,00	F111.111.00		Falt	Vine Details

Collections - Enables users to edit outstanding claims. When editing an outstanding claim, users can view payment and adjustment activity and add adjustments (permissions based).

Ago =	Patient Name	Type of Bill	Billed Date	Billing Period 1	Payar +	Status	Billed Amount	Ispected Amount	Total Payments	Adjustments	Belences	Action
100	XG Impercy	812 1st Claim	04/01/2020	03/01/2020 03/01/2020	Medicare	Saved	\$7,283.75	\$6,001.75	40.00	\$12,00	\$6,071.75	* 8
699	Worgham, John	812 1st Claim	06/01/2020	05/06/2020 - 05/31/2020	Mydicane	Saved	\$5,655.25	45,665.25	\$0.00	\$0.00	15,655,25	* 8
009	Accord. Impi	813 Continuing Claim	etverv2020	06/01/2025- 06/30/2020	Webury	Past	90.00	\$0.00	\$200.00	\$101.00	-\$301.00	* 8
66. ·	Hourse, Jake	813 Continuing Claim	67/34/2020	07/01/2020- 07/23/2020	Medicare	Saved	\$1546.83	\$3,546.03	80.00	\$0.00	\$3,546.03	# 8 07
78	Log_Mody	R12.1st Claim	66/01/2020	01/01/2020 07/31/2020	Medicare	Saved	\$11,200.00	611,200.00	\$0.00	80.00	\$11,209.00	• •
17	Access, Patient One	813 Continuing Claim	10/01/2020	09401/2020 09401/2020	Medicare	Paid	\$5.023.56	\$5,027,56	\$1.000.00	\$1,000.00	11/02/156	* =
45	Abat Fem	812 tot Claim	11/02/2020	10/28/2020- 11/01/2020-	Medicare	Paid	\$1,200.00	\$0.00	\$1,200.00	89.00	-\$1,202.03	* 0
58	Abas, Pam	BTJ Controling Claim	12/01/2020	11/01/2020.	Mellcare	Paid	16.068.62	15.676.62	45.676.62	\$392.00	4392.00	

Claims History - Check the status of all claims for patients including functionality to create a new NOE, NOTR and/or Claim. Also make edits, print, download and delete.

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Branch	Alt	100	Accord, A	Angel MRN Ac	cordu10 M	eorsi e Numbe	5.32165498	A view Pa	lient Chart	1	New NOE	New NOTE	ieu Caim
Status Level of Care	AI AI	1	Type #	Claim Range	Status	Claim Amount	Expected	Payments	Adjustments	Balance =	Billed Date =	Payment Date ‡	Action
A Search Patie	e/IL-		813										
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ADMIN

The **Admin** menu allows access to the following actions based on permissions granted to the user. NOTE: See Admin manual for further details.



Admin Dashboard - The Admin Dashboard shows seven tiles to provide administrators a broad scope of the organization's standing including HIS by Status, Census by Primary Payer, On-Call Stats, Census by Level of Care, Census by Status, Claims Ready for Billing and Bill Holds.





HIS by Status			View Report	Census	by Primary P	ayer View Rep	ort On-Call 5	tats	Vew Report
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Posty Census by Leve Care	Exports	e Acoptel Status View Report	Rejected	Status	Wew Report	Claims Ready for	Billing	Data of Visi	Wew Report
care		Diarrage Overges	Active	242	herright Charges	131 NOE	6 NOE - Transfer	9 MOTIL	190 Calm
Routine Home Care	49	0-	Discharged Pending	27 158	0 0-	Bill Holds			View Repor
Respite Care	6	Q.,	Non-Admitte		D -	482	1031	1408	89
General Inpatient Care	2	0.7	Deceased	29	-0-	Outstanding Orders	Incomplete Visita	Sequential Briling	Plan of Core

Accelerated Payment Dashboard - Six tiles that provide forms, resources and information to help organizations apply for accelerated payment including Forms and Resources, Revenue - Past three Months, Pre-Application Recommendations, Eligibility Criteria, Application Resources and Submitting an Application.

Forms and Resources	Revenue - Past 3 Months View Report	Pre-Application Recommendations
CMS Accelerated Payment Fact Sheet	\$0.00 02/15/2020 - 05/15/2020	Review: COVID-19 Accelerated/Advance Payment Request
Eligibility Criteria	Application Resources	Submitting an Application
To qualify for advanced/accelerated payments the provider/supplier must: 1. Have billed Medicare for claims within 180 days immediately prior to the date of signature on the provider/stupplier request form 2. Not be in benkruptcy 3. Not be under active medical review or program integrity investigation 4. Not have any outstanding delinquent Medicare over-peyments	To apply please fill out the Accelerated Payment Application. The following information can be used to complete the Accelerated Payment form. National Provider Identifier 1234567899 (NPI): Provider Number (PTAN): 222662	While electronic submission will significantly reduce the processing time, requests can be submitted to the appropriate MAC by fax, email, or mail Email: [MLFINANCIALHILIEF/Bpaimetrogba.com] Fax: (803) 462-2574 Mail: Provider Reimbursement (AG-330) 2300 Springdale Drive, Bidg One Carrier, SC 29020

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Company Setup – Company-wide settings and information are managed from this screen including Company Information, Financial & Billing, Clinical, Notifications, Operations, Scheduling, Payroll and Subscription Plans.

Company Information	tener executive is one and sharings instant for the colorant provints. The last proceeding for each process will be apply	witty of content for the provider	
Financial & Dilling	Provider: Telaing terms insafet Age		
Clinical	Provider Information		
antifications	Provider Information	CAHPS Vendor	
operations.	Testing Home Health Agency, Inc.	Strategic Healthcare Programs	
cheituling	Tax ID *	CAHPS Vendor ID 0	
layridt	222222342	123456709	
ubscription Plans	Tax ID Type *	National Provider Identifier	
	O Employer Identification Number 👋 Social Security Number	00111112333	
	Contact First Name *	Medicare Provider Nomber	
	perren.	3335677	
	Contact Last Name *	Medicaid Provider Number	
	Gine	4\$4789011	
	Contact Email	Medicaid Provider Identifier	
	(dire@example.com	1122254449	
	Contact Phone	DME Medicaid Provider Identifier	

Partner Connections – Enables users to connect with internal and external providers to electronically transmit patient referrals. Once a partner connection has been established on the Admin Dashboard, users can transfer referrals to that partner on the Referrals screen (permissions based).

Line of Service: All + Provident: AD + 1	tatini All +		Creats Partner Installers	Accept Tectors Invitation
Associated Providers 0	Line of Service O	Partner 0	Connection Status 0	Actions
Testing Home Health Agency, Inc	Hospice		Pending	ল
Testing Home Health Agency, Inc.	Hospice		Pending	- 14
Testing Home Health Agency, Inc	Hospice	Liberty Hospice - Palliative Sandbox	Active	Reactivate 12
Testing Home Health Agency, Inc	Hospice		Pending	
Testing Home Health Agency, Inc	Patlative Care		Pending	œ
Testing Home Health Agency, Inc	Pablative Care		Pending	
Testing Home Health Agency, Inc	Palliative Care	Testing Palliative Agency	Active	Deactivate of
Testing Home Health Agency, Inc	Pallative Care		Pending	œ
Testing Home Health Agency, Inc	Palliative Care		Pending	14
Testing Home Health Agency, Inc	Pallative Care	Enterprise Demo Agency (HOS)	Active	Beactivele of





Activity Log – Displays the date each action was performed, the user who performed the action, and what action was performed. Select **View Details** in the **Actions** column to view additional details (permissions based).

Activity Log				
Q. Sept.	Patients Al. • Users A	8 - 04/96/2028		
Date +	User 1	Category #	Summary =	Actions
04/06/2023	Crystal Buffington	IDG Summary Document	IDG Summary Document-Create	Wew Dutatts
04/06/2023	Crystal Buffington	Scheduled Task	Scheduled Task-Create	Wew Distants
04/06/2023	Crystal Buffington	Patient.	Patient-Convert Referral	Ware Details
04/06/2023	Crystal Buffington	Referral	Referral-Convert Referral	Viww Details
04/06/2023	Crystal Buffington	Patient	Patient-Update Patient	View Dotatta
04/06/2023	Crystal Buffington	Patient Payor	Patient Payor-Create	View Stepalts
04/06/2023	Crystal Buffington	Patient Payor	Patient Payor-Create	View Dytain
04/06/2023	Crystal Buffington	Patient Payor	Patient Payor-Create	View Details
04/06/2023	Crystal Buffington	Referral	Referral-Update Referral	Wew Ostatis

Quality Assurance (QA) Settings – When the organization chooses to have tasks bypass the QA Center, they can choose those tasks from the Admin Dashboard or choose specific tasks for individual users to bypass the QA Center. Tasks chosen to bypass an individual user will override the tasks selected on the Admin Dashboard (permissions based).

Providers: All =					Add	Setting
Agency Provider	Task(s) to Bypass	Created By	Created Date	Last Modified	9	Actions
Testing Home Health Agency, Inc	Psychosocial Comprehensive Assessment, Psychosocial Phone Visit, Psychosocial PRN Visit, Psychosocial Telebealth Note, Psychosocial Visit	Esther Timothy	01/20/2023	01/20/2023		Deicro
festing Home Health Agency, Inc	Nurse Practitioner Visit	Emily White	01/03/2023	01/03/2023	1153	Defeter
Festing Home Health Agency, Inc	Volunteer Comprehensive Assessment	Endy White	01/03/2023	01/03/2023	tafe	Delete
Testing Home Health Agency, Inc.	Hospice Physician Visit	Emily White	01/03/2023	01/03/2023	Diff.	Datate

REPORTS

The **Reports** Menu houses all three dashboards previously seen in other menus including Patients, Orders, Schedule, Billing, Admin and the Report Center.







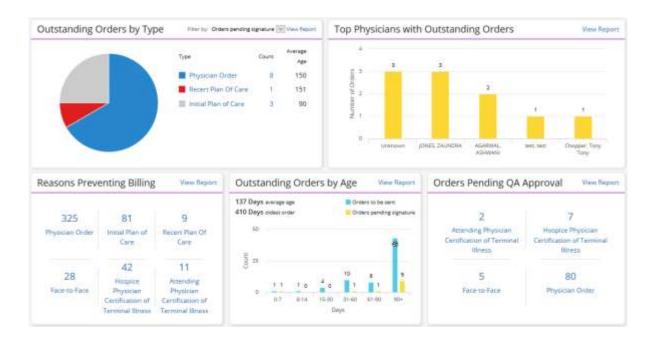
Report Center - Enables organizations to easily retrieve the reporting they need to streamline operations and optimize performance across every area of business. The reports are categorized by Patient, Clinical, Schedule, People, Statistical, Survey and Billing and Financial Reports.

Patient Reports		Christal Reports		Schedule Reports	
Anterprot Report	Las - hour	Dubul foreing Cristian	(increasing)	Trans-Transit (and	inter the second
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People Reports		Statutical Reports		Survey Reports	
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		And the second of the			
Billing and Financial Reports					
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Orders Dashboard - Helps assist organizations to quickly identify issues and resolve them. The five tiles shown include Outstanding Orders by Type, Top Physicians with Outstanding Orders, Reasons Preventing Billing, Outstanding Orders by Age and Orders Pending QA Approval. NOTE: See Orders Management manual for further details.







HELP

l	O Help -	
	User Community (Kee)	ļ
	Help Center	
	On Demand Training	
	Recent Software Updates	
	Submit a Ticket	
	COVID-19 Resource Center	
	Follow Access	

User Community – A direct link to <u>www.comunity.axxess.com</u> where users can share their knowledge and learning together with other Axxess users.

Help Center - This is a direct link to the Axxess Help Center. This page is also found by going to <u>www.axxess.com/help</u>





	et Help Anyti		
W Home Health	Rome Care	G Hospice	R Paliative Care
\$ Bevenue	Palient	Staffing	S. Training and

On-Demand Training - A direct link to the Axxess Help Desk hospice training videos page which enables users to watch training videos at any time.

Recent Software Updates - A direct link to the Axxess Help Desk Hospice Software Updates page which can also be found at www.axxess.com/help/axxesshospice/software-updates/.

	What can we	help you w	/ith?	
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Submit a Ticket - A platform to provide communication and support for users. Each organization will choose up to four super users to directly engage with the Axxess Support Team to request help.





COVID-19 Resource Center - A direct link to the Axxess COVID-19 Resource Center which includes Best Practices, Hear from Experts, Helpful Downloads, Personal Protective Equipment (PPE) and Helpful Links. The page can also be found by going to www.axxess.com/covid-19.

Follow Axxess – A direct link to the Axxess LinkedIn page.

SEARCH

Q Search Page... Ex: Chart

The search function at the far-right side of the navigation bar is used to navigate to different sections of the software by entering the name of the section then selecting from the list of options.

ર	I	
	Home	^
	Message Center	
	Dashboard Patients	
	Patient Chart Patients	
	Medication Profile	

MESSAGE CENTER

The Message Center is a place for all staff to communicate internally related to patient care with functionality to attach items and message groups as well as individuals. There are two ways to access notifications/messages. Either select the envelope icon at the top right side of the page or the **View All Messages** hyperlink at the bottom of the Unread Messages tile on My Dashboard.

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+	New Conversation Gancel	Who would you like to start a conversation with Start Typing a Name	17
8	Axxess 05/11 09/13 AM A Special Thank You to All Mothers	Sunce (Albuill & Marce	
ZE	Zaundra Ellis 04/02/19 06:00 AM Regarding Hospice A/de Visit for Acosta,		
ZE	Zaundra Ellis 04/02/10/08/09 AM Regarding Hospice Aide Visit 3 for Acosta,		
cJ	Cj Javens 83/20/19 08:10 AM Regarding Hospice Aide Visit for Acosta,		
		\$tart typing here	
		B / ≫* ≡ ≡ ∞	l Mark as Important 🛛 🥔 🤕

CREATE AND LISTS

The top right-hand corner of Axxess Hospice houses the Lists and Add sections which are permissions based.

- Lists are found in the 🗮 icon.
- Add list is found in the 🖬 icon.





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RESET LOGIN PASSWORD

To reset the Axxess login password, follow one of the methods listed below:

Current Login Password is Unknown

Navigate to the login page and select the **Having trouble logging in?** hyperlink. Continue to follow the prompts to enter the email address used to log in to Axxess and select **Send**. This will send a password reset link to the user's email address.

UV AAAES	5
pierson@axxess.com	
Secure Login	
Having trouble logging in?	1

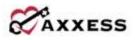


Current Login Password is Known

Username/Profile



Select the Password line.



Profile Management

About You

Email The email address bound to your account.	@gmall.com
Name The name that other's will see.	Christoper G >
Security	
Password Dropse a strong personnel to protect your account.	Updated over a month ago 🗲
2-Factor Verification. Another layer of security to protect your account.	Not enabled >
Audit Events Review security-related events on your eccount.	View now >
Back to AxxessHospice	6+ Log ou

Enter the current password, a new password and then confirm password. Select the **Change Password** button when finished.

	Change Password	
Current Pas		
Password		
Confirm Pas	sword	
	Change Password	

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