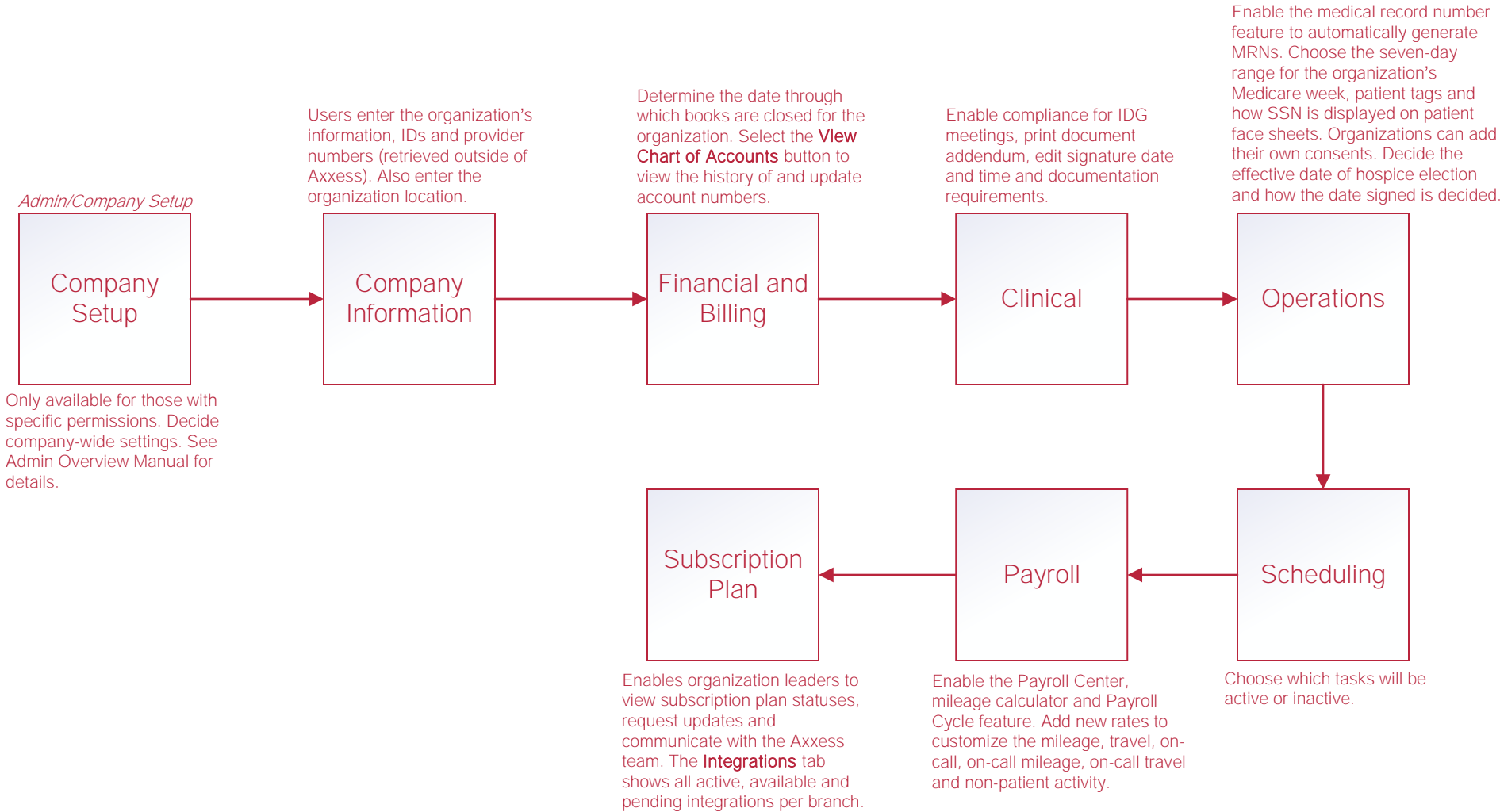


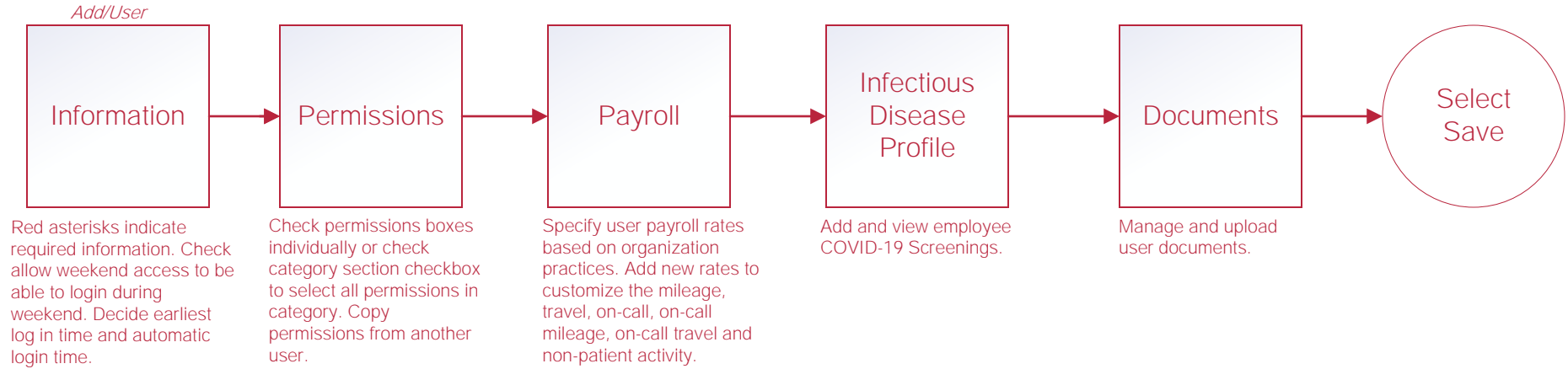
HOSPICE ADMINISTRATOR FLOW CHART

Company Setup



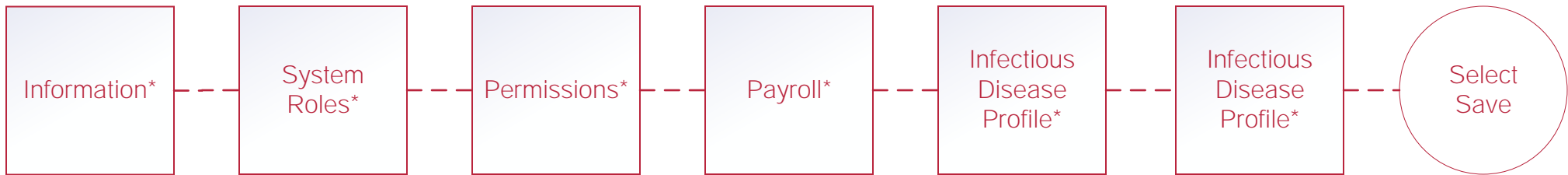
Users

Add New User



Edit User

People/People Center/Edit



*Same options as adding new user.

Inactivate User

People/People Center



Retrieving Inactivated Users

People/People Center/'Inactive'



Physicians and Pharmacies

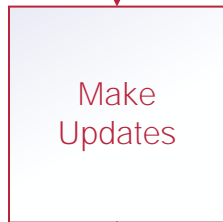
Functionality works the same for physicians and pharmacies

Edit Physicians

List/Physicians



There is also an **Add Physician** button.

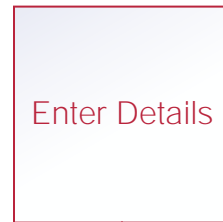


Add New Physicians

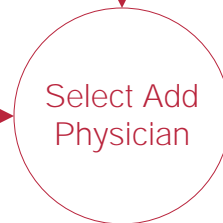
Add/Physician



Select the physician from top center field then the physician's information and address will auto-populate.



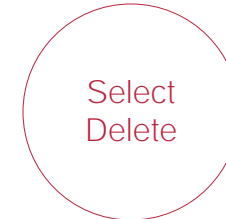
Enter the required items manually, including NPI from top left field.



Select the **View Physician List** button to see previously entered physicians.

Remove Physicians

List/Physicians



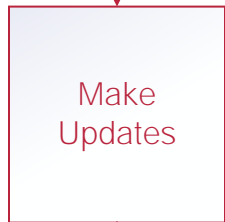
Vendors

Edit Vendors

List/Vendors

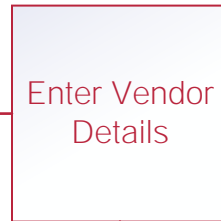


There is also an **Add Vendor** button.



Add Vendors

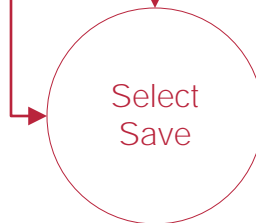
Add/Vendor



Enter required items. SNF or NF must be listed as the vendor type to be able to enter RUG rates.

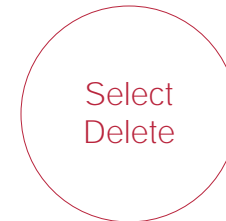


Select **Add RUG Rate**. Enter the RUG level, rate and effective date. Then select the **Save** hyperlink.

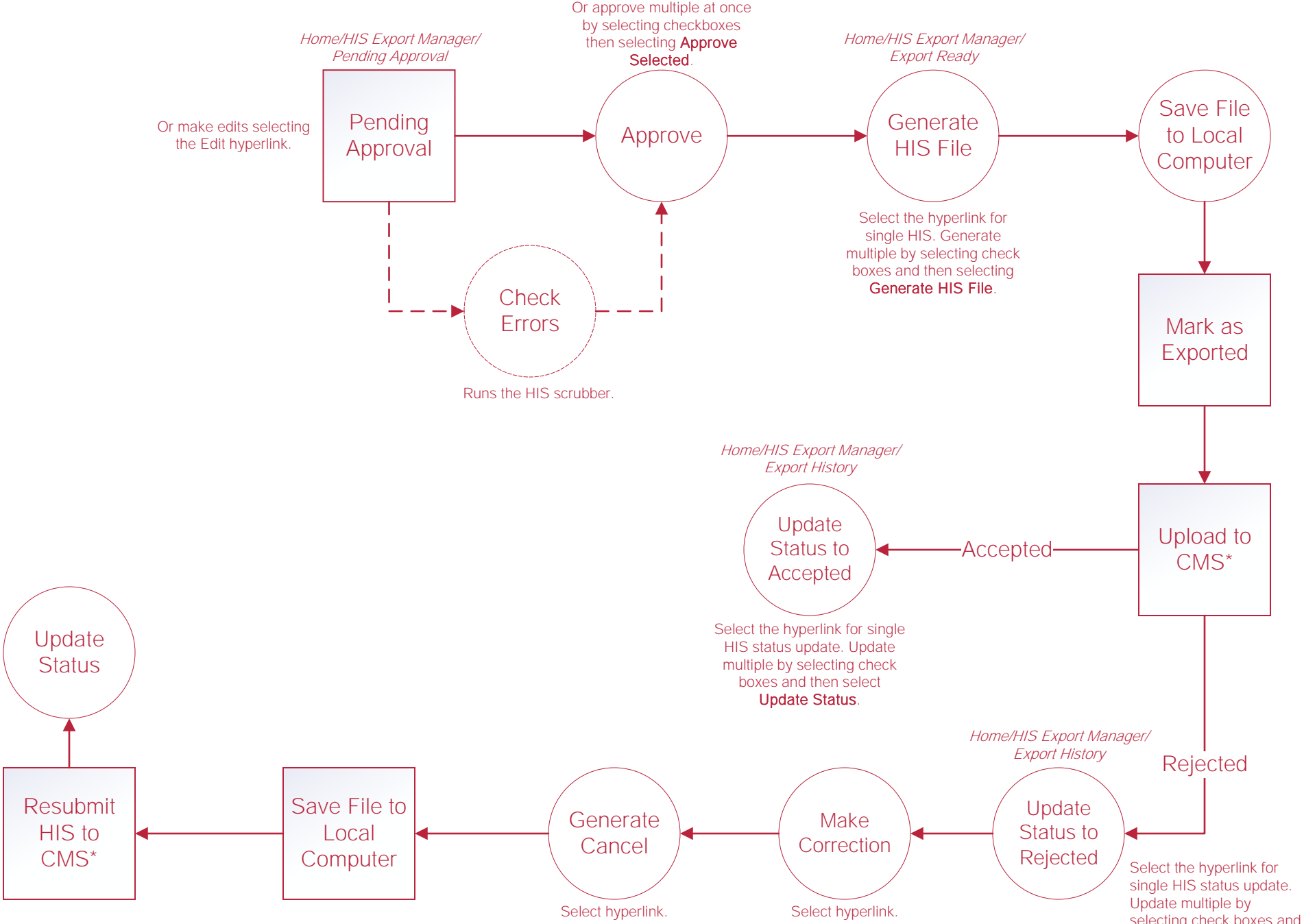


Remove Vendors

List/Vendors



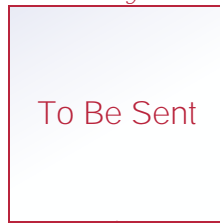
HIS Submission and Correction



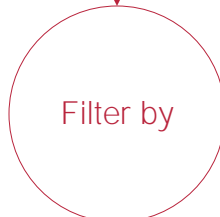
*Steps are completed outside of Axxess Software

Orders Management

Patients/Orders Management/To Be Sent



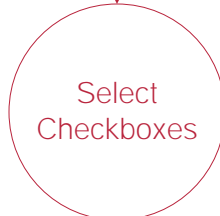
Once orders are approved, the To Be Sent screen will populate the items ready to be sent to the physician.



Patient name, physician, filter type, order date, age, branch, team or delivery method.



Select the printer or download icon. Orders must be printed/downloaded and sent outside Axxess unless integration is set up.

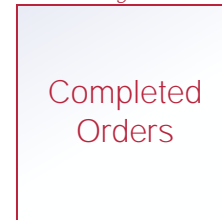


To mark multiple orders as sent.



For multiple orders, select the hyperlink for a single order. To confirm, select **Yes, Mark As Sent**.

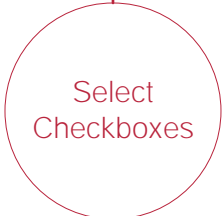
Patients/Orders Management/Completed Orders



Shows orders that are signed and received. Options to download and print.



For multiple orders. Select hyperlink for single order. Confirmed received date (auto-generates today) and enter signed date then select **Mark**.



To mark multiple orders as received.



Options to download, print and Update Status.

Patients/Orders Management/Pending Signature



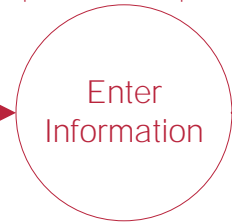
Insurances/Payers

Add New Payer

Add/Insurance Payer



The display name, payer type, bill type, taxonomy and associated agency providers are required.



*If applicable.



The payer name, source of payment, payer ID and address are required.



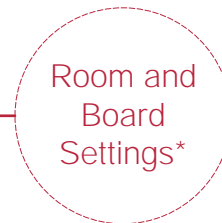
Or select **Save** to keep progress.



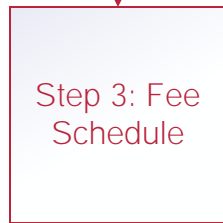
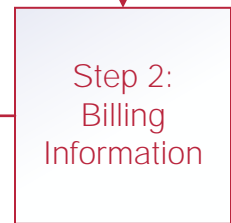
Choose continuing claim frequency.



Payer requires custom HCPCS for levels of care, authorization for provided services or itemized levels of care service lines.



Choose payer type and continuing claim frequency. Enter procedure code and whether payer requires itemized service lines.



Option to **Load Fee Schedule from Existing Insurance.**



Choose task, preferred description, effective date, revenue code, service unit type and rate, then select **Save Visit Information.**



Choose level of care, preferred description, effective date, rate, revenue code and service unit type, then select **Save Level of Care Rate.**



View previously entered rates.



Edit Payer

List/Insurance Payers

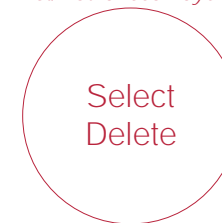


There is also an **Add Insurance/Payer** button.



Remove Payers

List/Insurances Payers



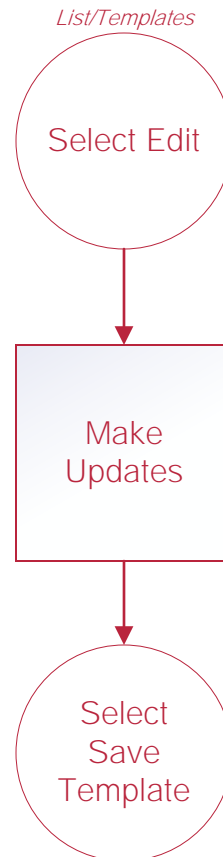
Default payers cannot be deleted.

Templates

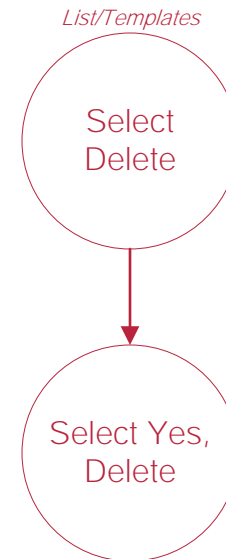
Add New Template



Edit Template

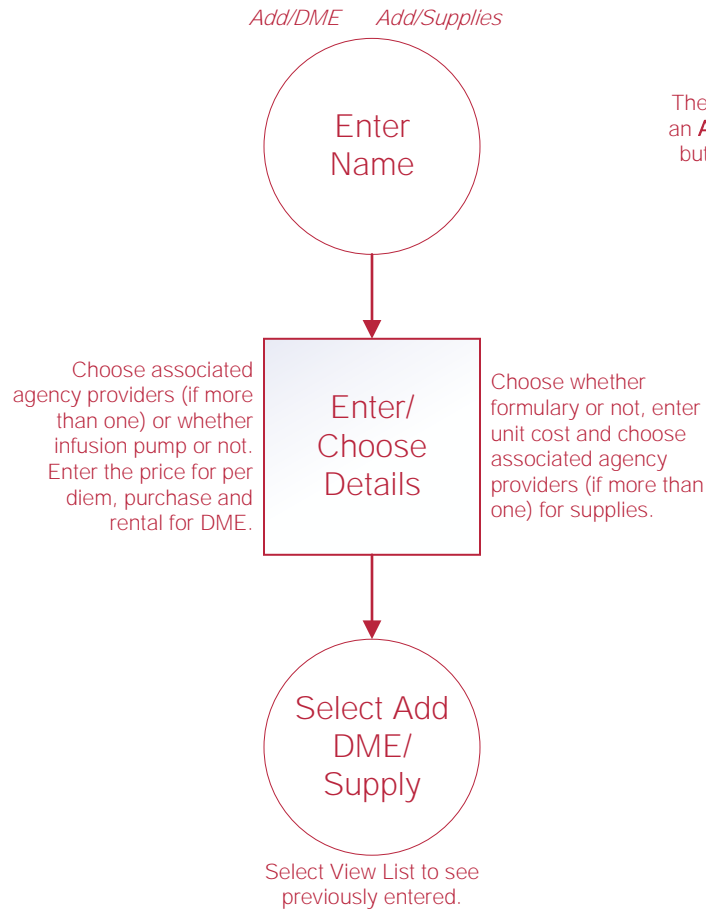


Remove Template

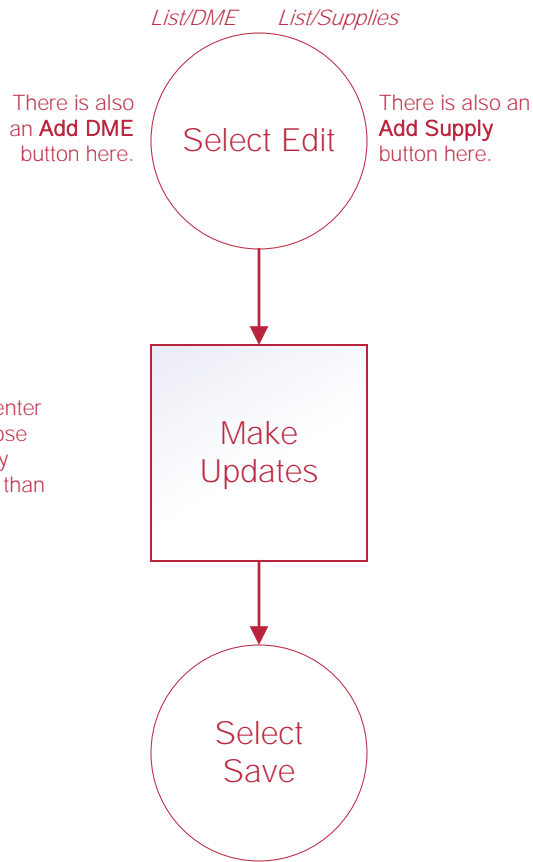


DME and Supplies

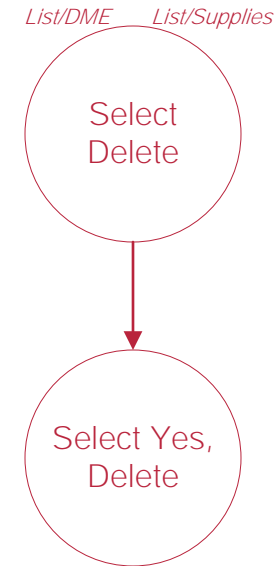
Add DME/Supplies



Edit DME/Supplies

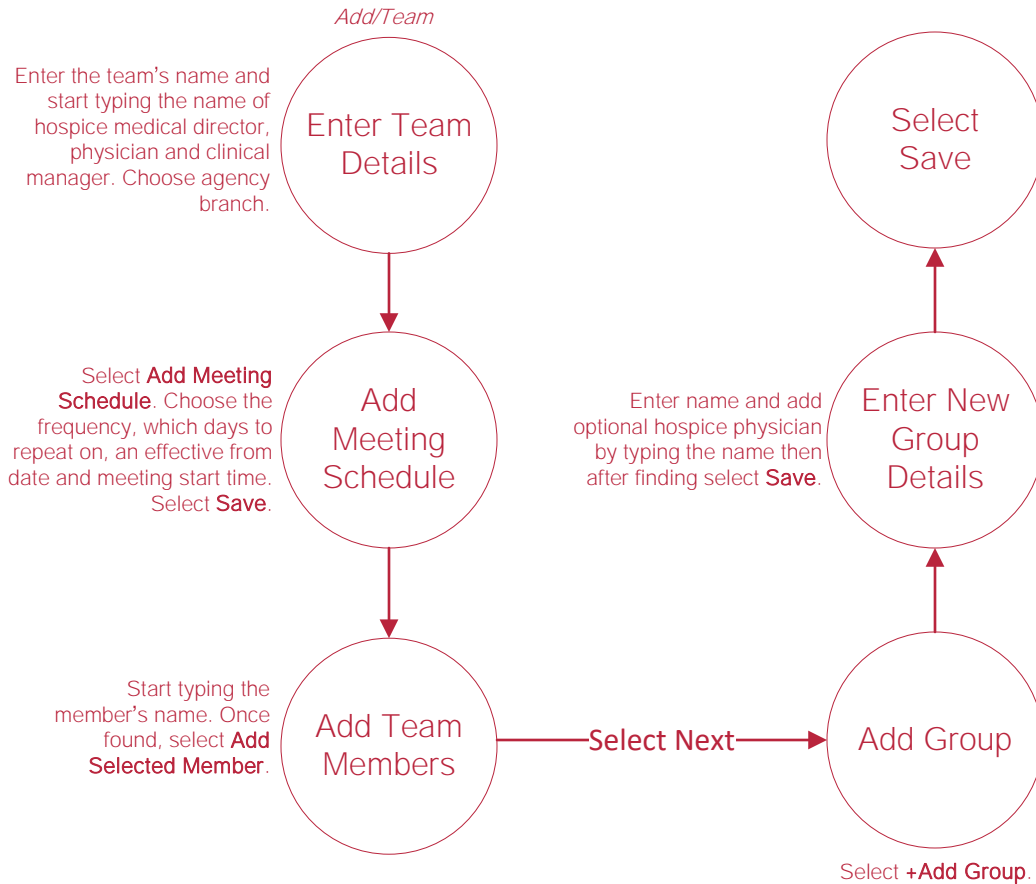


Remove DME/Supplies



Teams

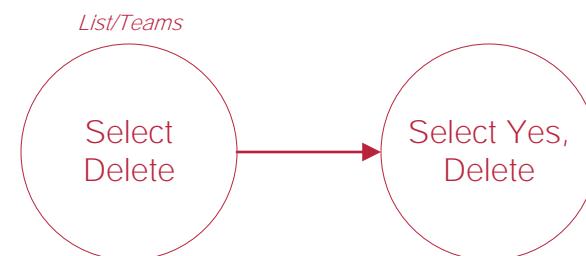
Add Teams



Edit Teams

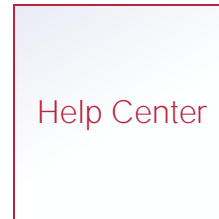


Delete Teams



Help Center Process

Help/Help Center



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