HOSPICE ORDERS MANAGEMENT FLOW CHART
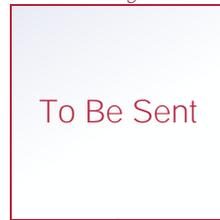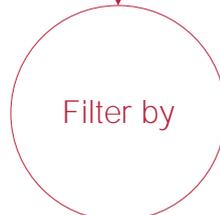
Orders Management

To Be Sent

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

Completed Orders

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

Filter by

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

Print/ Download Orders

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

Mark Selected as Received

For multiple orders. Select the hyperlink for a single order. Confirm the received date (auto-generates today), enter the signed date and select **Mark**.

Select Checkboxes
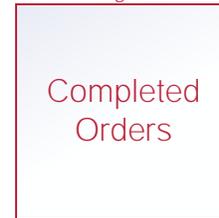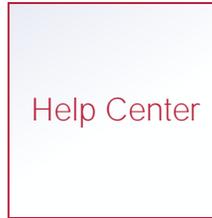
To mark multiple orders as sent.

Select Checkboxes
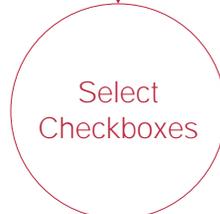
To mark multiple orders as received.

For multiple orders. Select the hyperlink for single order then confirm by selecting **Yes, Mark As Sent**.

Mark Selected as Sent

Pending Signature

Options to download, print and Update Status.

Help Center Process

Help Center

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