

HOW-TO GUIDE

Using the Hospice Rx Patient Management Portal



What Can I Do on the Portal?

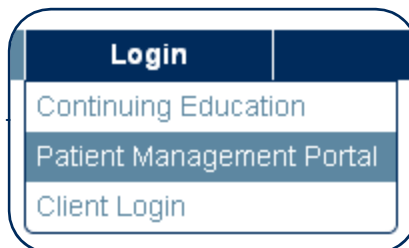
With 24/7 online access to the Nurse Portal, you'll be able to:

- Create & view complete medication profiles for a patient
- Track patient demographics
- Create & maintain clinical profiles
- Request and view all CoP Reviews
- Allow patient medications to process through the pharmacy 24/7

Accessing the Patient Management Portal

1

Go to www.hospice-rx.com, click 'Login' on the top navigation bar & choose Patient Management Portal



2

Enter your Username & Password provided to you by Hospice Rx or your administrator

3

Type in the Patient's Last Name (This step is to ensure no duplication of entry)



Client Services Area

User ID:

Password:

LOGIN

4

Click the 'Add a New Patient' tab at the bottom & enter the patient's demographics.

*All fields with an asterisk are required. An email address is also required!

Patient Management

Patient ID

Last Name

SEARCH

6

Click the 'Update Clinical Info' tab. Your hospice is not going to utilize this tab, except for the allergy information at the bottom.

Identify all allergies & reactions at the bottom of the page

5

Hit 'Save' when you are done!

Patient Demographics

Site/Location:
 Formulary Classification:
 * required fields
 Patient ID:
 Last Name:
 Admit Date: / / * mm/dd/y

7

Click 'Add' after entering each allergy

Add New Food Allergy (Indicate if None or Unknown)

Food Allergy:
 Other:
 Food Reaction:
 Click to make a selection
 Anaphylaxis
 Angioedema
 Confusion
 Delirium

n)

 Section. Hold down the Ctrl key to make multiple selections.

9

Click the 'Update Medications' tab to add new medications
 All drugs listed as covered will process through Hospice Rx

8

Hit 'Save' when you are done!



Update Medications

* required fields

Add New Medication

*Drug Name:
 Strength:
 Quantity: Days Supply
 *Status:
 *Auth By: *Eff Date:

10

Click 'Add' after entering each medication

NDC:

11

Hit 'Save' when you are done!

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Contact Hospice Rx at
 855.661.5122

HOSPICE Rx
 A MedTrak Services Solution