

# HOW-TO GUIDE

## Using the Hospice Rx Patient Management Portal



### What Can I Do on the Portal?

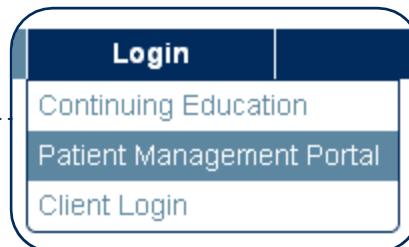
With 24/7 online access to the Nurse Portal, you'll be able to:

- 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](http://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)



Patient Management

Patient ID	Last Name
<input type="button" value="SEARCH"/>	

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!

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/yy

7

Click 'Add' after entering each allergy

**Add New Food Allergy (Indicate if None or Unknown)**

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

(n)  Add  
 Selection. Hold down the Ctrl key to make multiple

9

Click the 'Update Medications' tab to add new medications

All drugs listed as covered will process through Hospice Rx



**Update Medications**

\* required fields  
**Add New Medication**  
 \*Drug Name:  Search  
  
 Strength:   
 Quantity:   
 \*Status:  Current  
 \*Auth By:  HOSPICETE \*Eff Date:   
 Days Supply \*Covered:

10

Click 'Add' after entering each medication

NDC:  Add

11

Hit 'Save' when you are done!



Contact Hospice Rx at  
 855.661.5122

**HOSPICE RX**  
 A MedTrak Services Solution