A picture containing text, clipart

Description automatically generated**Home Care Address and Place of Service**A picture containing text, clipart

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To update a patient’s temporary address In Remote Client, both the Home Care Address and Place of Service Entry need to be updated.

*Please note if this is a permanent address change, meaning this is the patients address not just where they are getting services now, this can only be done in hyperspace by a manager or scheduler.*

**First updating the Home Care Address**

1. Click on the Address Book Task.
2. Click on the Address/Directions Tab under Patient Tab.
3. The Driving/Precautions Box is where additional information can be documented in the for other clinicians to view either on the Remote Client in the Thumbnail or Rover.

Graphical user interface, application

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**Then updating The Place of Service**

1. **For Home Health patients** The Place of Service can only be updated within an encounter/contact.
2. In the form Place of Service Entry.
3. Click Update and enter new address.

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Graphical user interface, application, Word

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1. **For Hospice patients**, The Place of Service can be updated from the Hospice Info task or within an encounter/contact.
2. Click the Hospice Info Task.
3. Click on the Place of Service Tab.
4. Click Update and enter new address.

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Graphical user interface, text, application, email

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