Notice of Election

The Notice of Election to hospice document can be signed on the Remote Client. Use the following steps to guide you through the process, once you are either the Consult or Admission visit.

Signing Notice of Election on the Remote Client

From within a contact on the Remote Client.

1. Click on the **Documentation** form

   Documents

   Documents

2. Click ➕ **Add New Item**
3. Select Hospice Election and click ✔ **Accept**.
4. Complete the Hospice Election form fields of Signed by, Relationship, and date; and click Accept.
5. On the right side, click ✏ E-Sign.
6. Answer statement 1.
7. Scroll to the bottom of the form and answer the last 3 questions.
8. Have the patient sign in the box and click Finish.
9. Click ✔ **Accept**.
10. Click 🖶 View to view the signed form.
    a. From here the form can also be printed.

Documenting the Notice of Election from Hyperspace

1. Click **Hospice Intake**.
2. Look up the patient.
3. Click the Additional Form
4. In the Documents table, click in a new line.
5. Select the Hospice Election form.
6. Complete the Hospice Election form fields of Signed by, Relationship, and date; and click **Accept**.
7. Click ✏ E-Sign.
8. Answer statement 1.
9. Scroll to the bottom of the form and answer the last 3 questions.
10. Have the patient sign in the box and click Finish.
11. Click ✔ **Accept**.
12. Click 🖶 View to view the signed form.
    a. From here the form can also be printed.