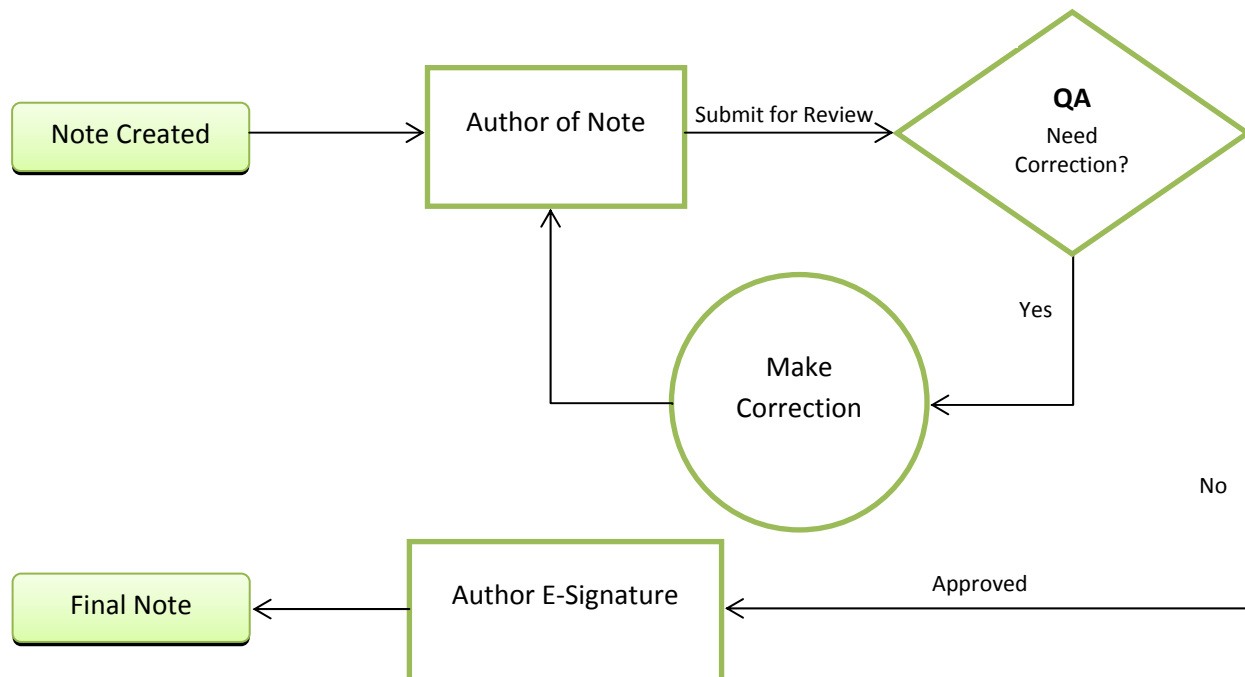


## Process of QA Review and Signing of Notes

- Step ONE - The Author drafts the Visit Note, then clicks '**Submit for Review**' for QA review. The Visit Note draft will move to the '**Quality Assurance**' (QA) folder under '**Reports**'.
- Step TWO - Upon review of Visit Note, **QA** will mark the draft '**Approved**' or '**Needs Correction**' (with attached comments). (If '**Approved**', skip to Step FOUR.)
- Step THREE - Visit Note drafts marked '**Needs Correction**' by QA are returned to the Author under the '**Notes For Correction**' folder on the **Dashboard**. The Author may make corrections based on QA comments and resubmit the draft for QA review by clicking '**Submit for Review**'.
- Step FOUR - QA **Approved** Visit Notes are found in the Author's '**My Signature**' box on the Dashboard. The Author can then **sign, enter the date of signature (New Feature!)** and **submit** the draft as a **Final Note**.

*\*Hospice should implement a policy and procedures (P&Ps) regarding Visit Note completion, specific to the internal timelines and quality assurance process. If your hospice's P&Ps do not incorporate a QA review prior to final note signing and submission, please provide HospiceMD, Inc. with a copy of your P&P in order to bypass QA approval for signature.*

### Workflow Process



*For additional information, instruction, or questions please contact **HospiceMD** Support at 855-561-8500 or [support@hospicemd.com](mailto:support@hospicemd.com)*