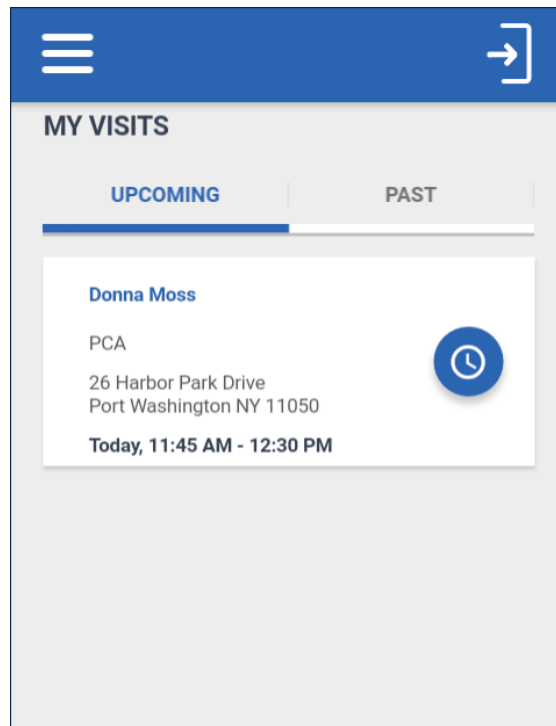


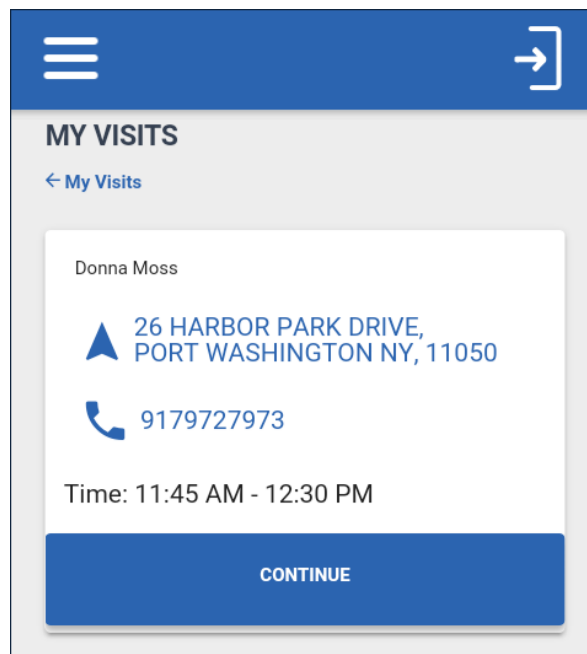
Starting a Visit from the UPCOMING Tab (Scheduled)

Starting a Visit from the UPCOMING Tab (Scheduled)

1. Tap a visit from the list of available visits on the **UPCOMING** Tab.

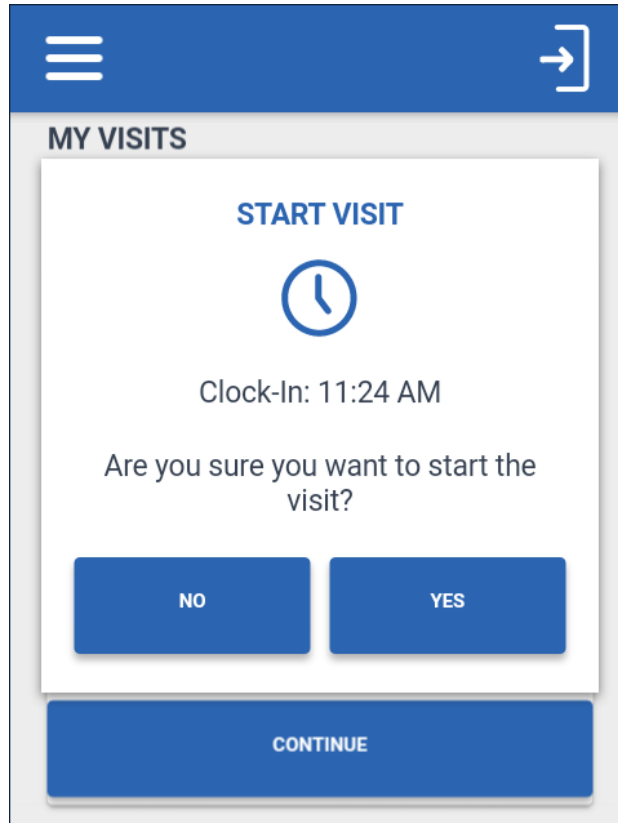


2. Tap **CONTINUE**.



Starting a Visit from the UPCOMING Tab (Scheduled)

3. Tap **YES** to start the visit.



Completing a Visit

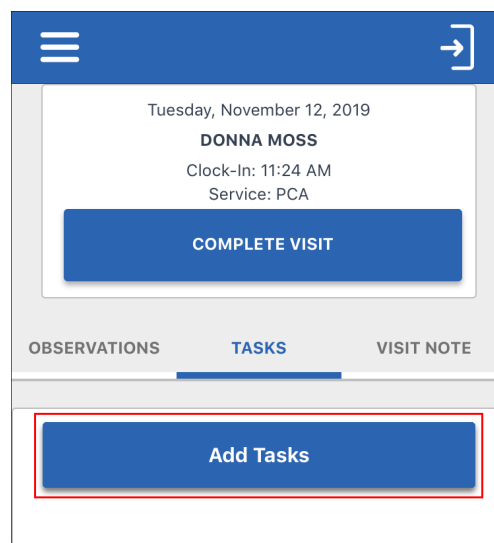
Additional Visit Functionality

Some accounts are configured to allow or require task entry, health observations, visit notes or other surveys prior to completing a visit. A pop up window displays, telling the user to complete any additional surveys required by agency/payer configuration.

Tasks (Including Plan of Care)

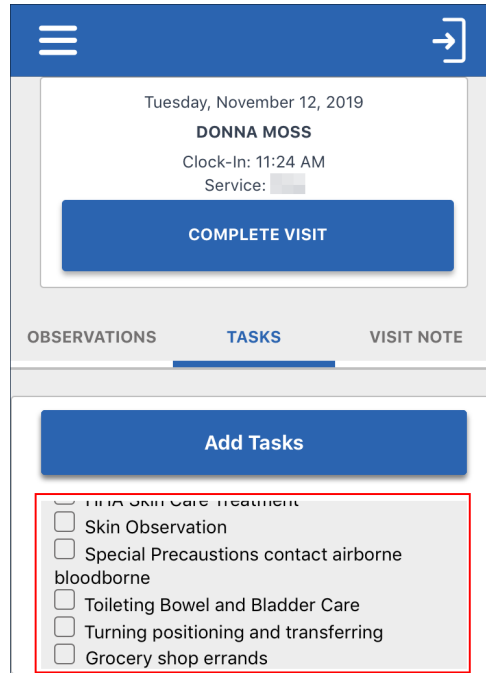
The *TASKS* tab allows users to record the completion of any tasks performed during the visit. Some accounts are configured to use a Plan of Care (PoC). When a client has a PoC, required tasks are automatically populated in the *TASKS* tab. Select the completed tasks from this list.

1. Tap **ADD TASKS** to open the task list.



2. Tap the applicable task(s) from the task list.
Some tasks require the user to enter a value in the field (e.g weight, blood pressure, or car fare).

3. Tap **ADD TASKS** to close the task list.



Tuesday, November 12, 2019
DONNA MOSS
Clock-In: 11:24 AM
Service: [redacted]

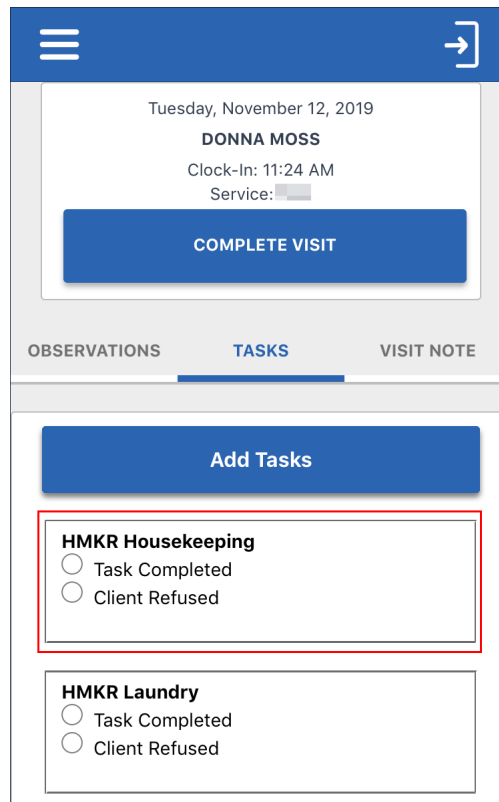
COMPLETE VISIT

OBSERVATIONS **TASKS** VISIT NOTE

Add Tasks

- HMKR Skin Care treatment
- Skin Observation
- Special Precautions contact airborne bloodborne
- Toileting Bowel and Bladder Care
- Turning positioning and transferring
- Grocery shop errands

4. Tap **Task Complete** or **Client Refused**.



Tuesday, November 12, 2019
DONNA MOSS
Clock-In: 11:24 AM
Service: [redacted]

COMPLETE VISIT

OBSERVATIONS **TASKS** VISIT NOTE

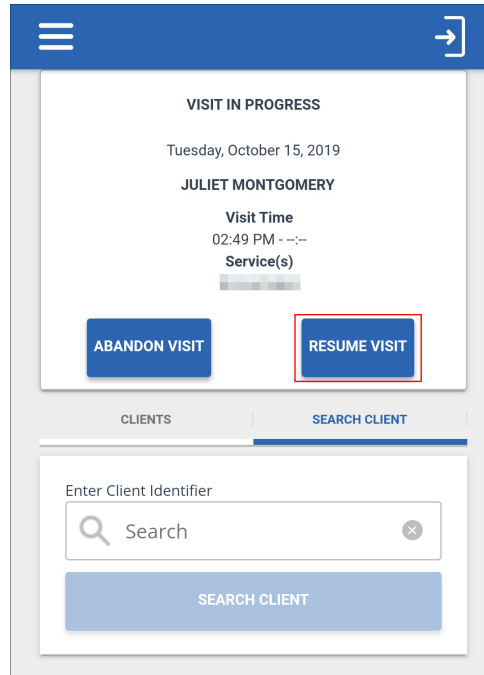
Add Tasks

- HMKR Housekeeping**
 - Task Completed
 - Client Refused
- HMKR Laundry**
 - Task Completed
 - Client Refused

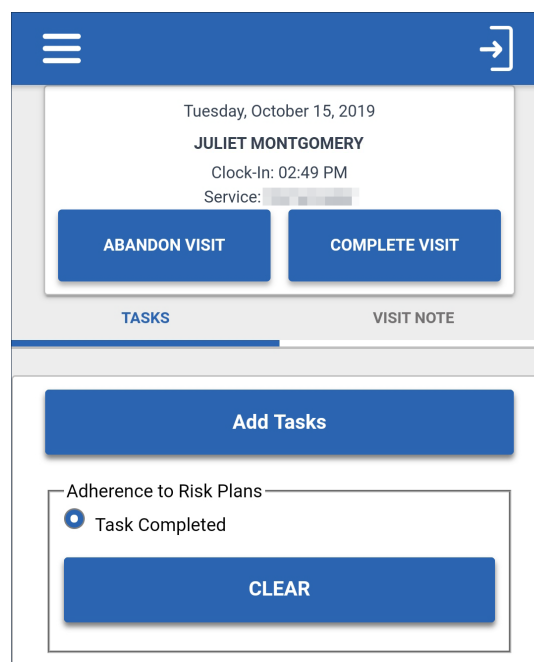
Completing a Visit (Staff)

Completing a Visit (Staff)

1. Log-in to the application.
2. Tap **RESUME VISIT**.

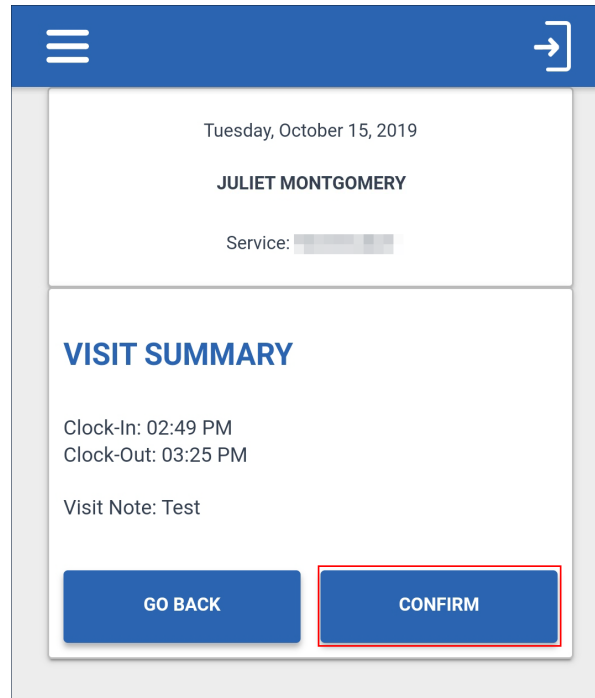


3. Complete any additional visit functionality, such as visit notes or tasks.
4. Tap **COMPLETE VISIT**.



5. Tap **CONFIRM**.

Depending on agency/payer configuration, the application returns the user to the landing page or displays a prompt to begin the client confirmation process.

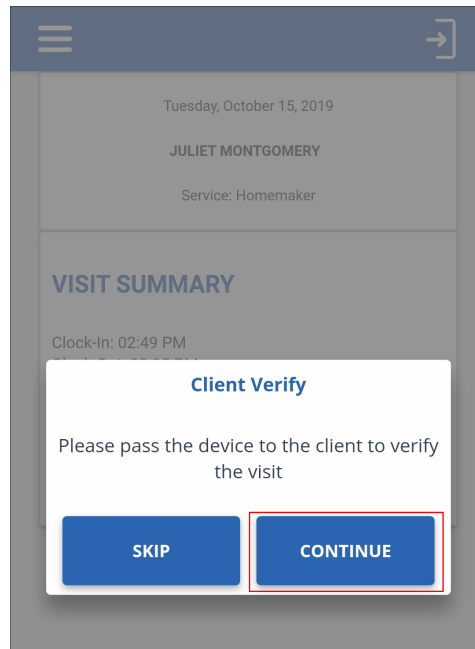


Complete a Visit (Client Confirmation Enabled)

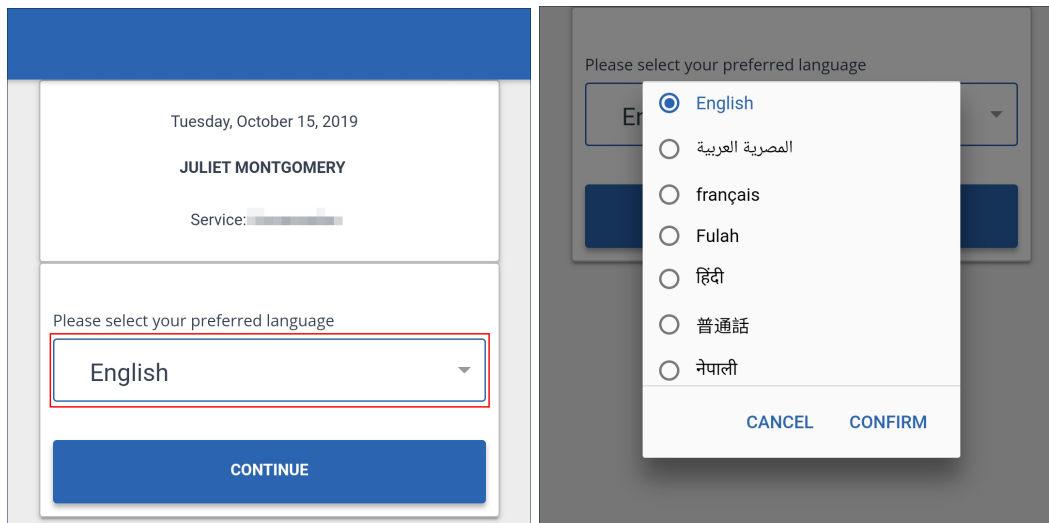
Complete a Visit (Client Confirmation Enabled)

If the agency's configuration requires client confirmation, follow the instructions below to allow the client to confirm visit data.

1. Pass the device to the client to verify the visit, if required by the agency/payer configuration.

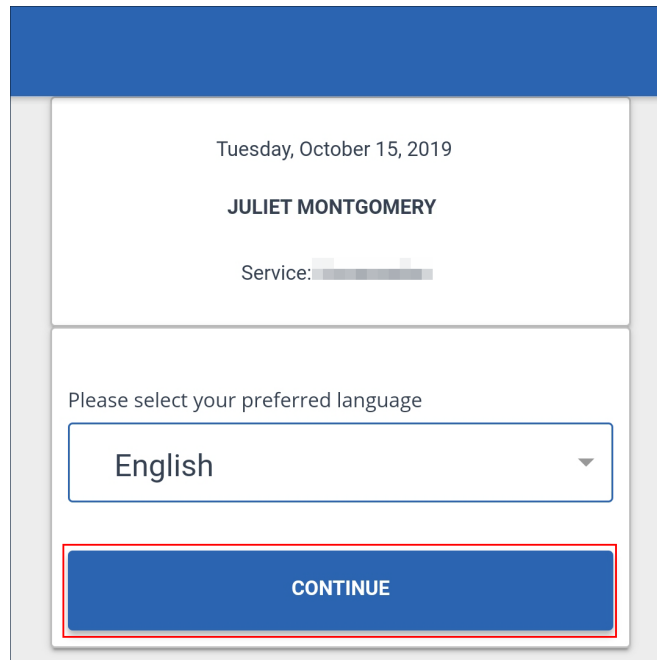


2. Tap the **Please select your preferred language** field.
3. Select a language.
4. Tap **OK**.



Complete a Visit (Client Confirmation Enabled)

5. Tap **CONTINUE**.



Tuesday, October 15, 2019

JULIET MONTGOMERY

Service: ██████████

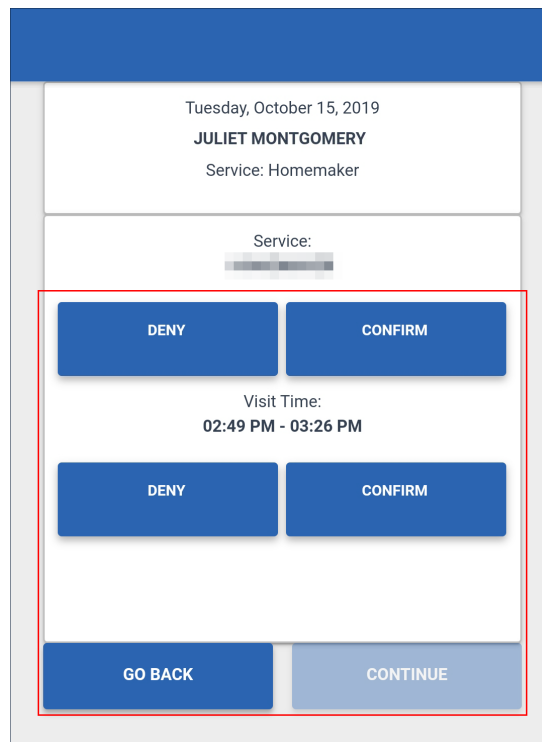
Please select your preferred language

English ▼

CONTINUE

6. Tap **CONFIRM** or **DENY** to record approve or reject the **Service** and **Visit Time**.

7. Tap **CONTINUE**.



Tuesday, October 15, 2019

JULIET MONTGOMERY

Service: Homemaker

Service: ██████████

DENY **CONFIRM**

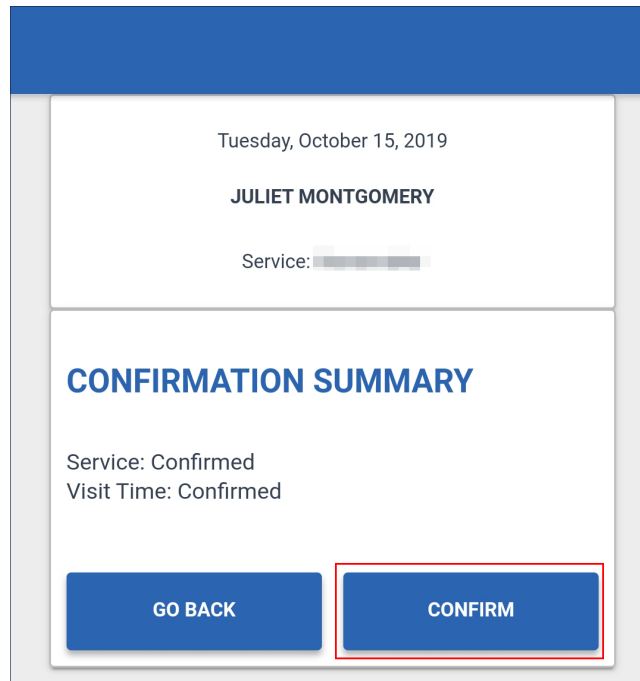
Visit Time:
02:49 PM - 03:26 PM

DENY **CONFIRM**

GO BACK **CONTINUE**

Complete a Visit (Client Confirmation Enabled)

8. Tap **CONFIRM**.

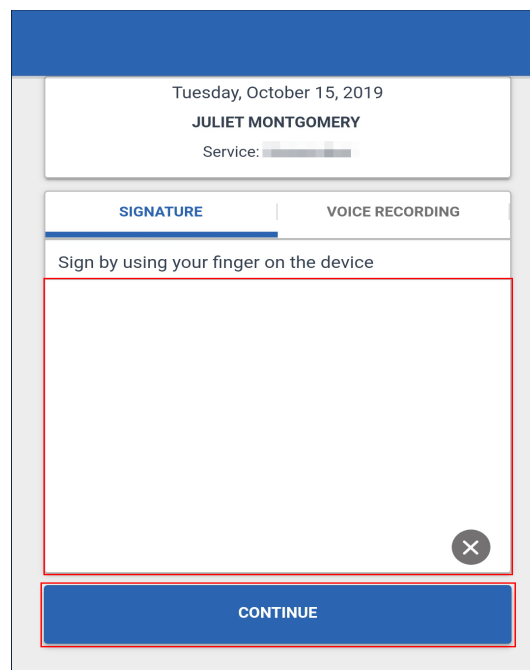


The screenshot shows a mobile application interface with a blue header. Below the header, the date "Tuesday, October 15, 2019" and the name "JULIET MONTGOMERY" are displayed. A "Service:" label is followed by a blurred area. Below this is a section titled "CONFIRMATION SUMMARY" in blue. Underneath, it says "Service: Confirmed" and "Visit Time: Confirmed". At the bottom, there are two blue buttons: "GO BACK" on the left and "CONFIRM" on the right. The "CONFIRM" button is highlighted with a red border.

9. Tap either.

A. **SIGNATURE**.

- i. Sign the device using a finger.
- ii. Tap **CONTINUE**.



The screenshot shows a mobile application interface with a blue header. Below the header, the date "Tuesday, October 15, 2019" and the name "JULIET MONTGOMERY" are displayed. A "Service:" label is followed by a blurred area. Below this are two tabs: "SIGNATURE" (which is selected and has a blue underline) and "VOICE RECORDING". Under the "SIGNATURE" tab, the text "Sign by using your finger on the device" is displayed above a large white rectangular area with a red border, intended for a signature. A small grey circle with a white 'X' is in the bottom right corner of this area. At the bottom of the screen, there is a blue button labeled "CONTINUE", which is highlighted with a red border.


Complete a Visit (Client Confirmation Enabled)

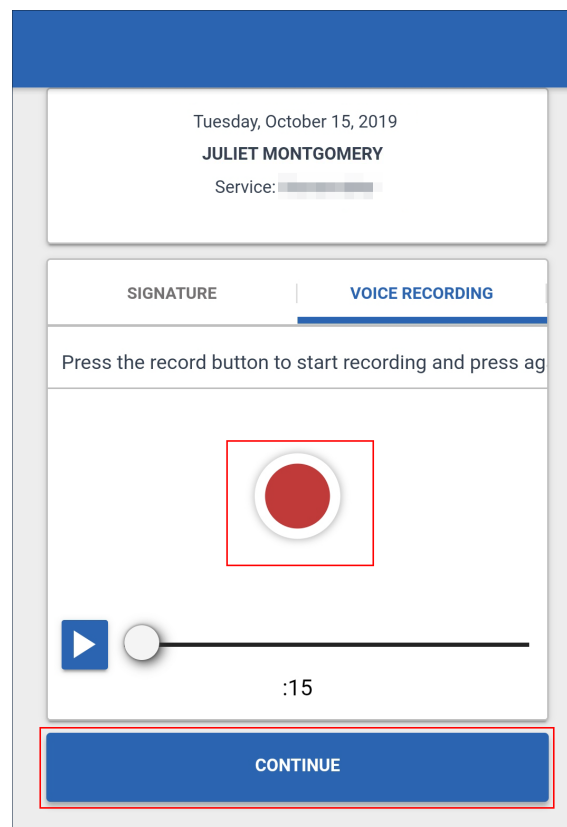


Note:

Tap (✕) to clear the signature field.

B. VOICE RECORDING.

- iii. Tap **Record** ().
The client speaks their name and the date into the device.
- iv. **Tap** the record button to stop the recording.
- v. Tap **CONTINUE**.



Note:

Tap record to overwrite an existing voice recording.

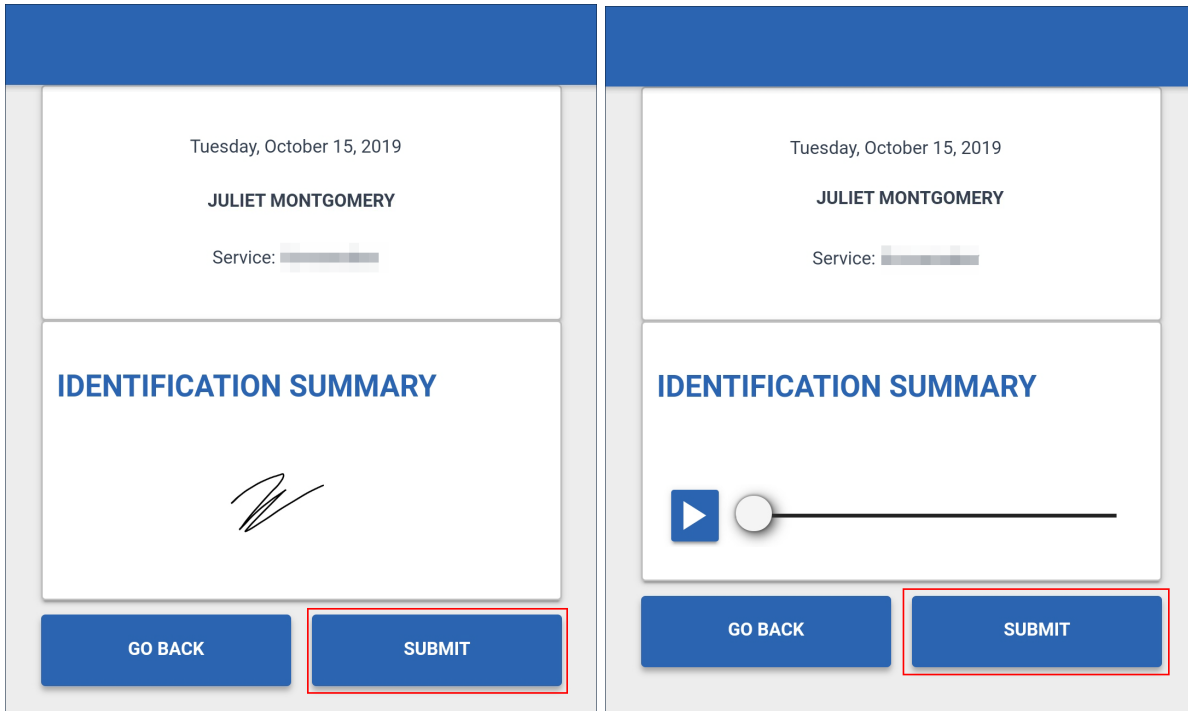


Note:

Voice recordings may be a maximum of 15 seconds. Click the play button to play the recorded audio.

Complete a Visit (Client Confirmation Enabled)

10. Tap **SUBMIT**.



11. Tap **CONTINUE**.

