Contents

Overview

Each visit will need to be marked as Arrived when you start the visit. This is your 'arrival time'. When the visit is completed you will need to Complete the visit, this time elapsed between the 'arrival time' and the 'completion' of the visit is the 'visit duration'.

Arriving a Visit on an iPad

- Tap the **Visits** icon
    - o Identify which Visit you are arriving at
- Tap Visit

- Tap **Status** icon (top right)

- Tap **Arrived**

Completing a Visit on an iPad

Each Visit will, by default include a Progress Note as a 'Task'. You will need to either Omit or Complete the Progress note, see the Quick Reference Guide for Omitting and Recording a Progress Note.

- Tap **Status** icon (top right)

- Tap **Complete**
    - o The Outcome screen displays
    - o Fields with an asterisk * are mandatory
- Tap **Main Activity Completed***
    - o The **Intended Activity** displays at the top of the list prefixed with **IA**
    - o Other activities display below prefixed with PA (Possible Activity)
    - o Select the required main activity

- Tap **Secondary Activities** followed by **Touch to add** field **if** additional Activities need to be added

  - Tap **Touch here**
  - Tap to select an activity from the list
  - Tap **Add** icon ➕ (top right of form) to continue adding Secondary Activities (repeat until all Activities are selected)
  - Tap the Back arrow **< Back** (top left of form) to return to the Outcome Form

- Tap **Consultation Medium***

  - Tap **required** Consultation Medium

- Tap **Conclusion***

  - Tap **required** Conclusion

- Tap **Done** (top right of form)

- Tap **Yes**

Visit completed displays briefly (top centre)

The **Visits** screen will display

The Outcomed visit will display in the diary area in grey

Arriving a Visit on a Smart Phone

- Tap the **Visits** icon
    - o Identify which Visit you are arriving at
- Tap **Visit**
- Tap **Status** icon (top right)
    - o Tap **Arrived**

Completing a Visit on a Smart Phone

Each Visit will, by default include a Progress Note as a 'Task'. You will need to either Omit or Complete the Progress note, see the Quick Reference Guide for Omitting and Recording a Progress Note.

- Tap **Status** icon (top right)
    - o Choose Status **Complete**
    - o The **Outcome Form** screen displays
    - o Fields with an asterisk * are mandatory
- Tap **Main Activity***
    - o The **Intended Activity** displays at the top of the list prefixed with **IA**
    - o Other activities display below prefixed with PA (Possible Activity)
    - o Select the required main activity
- Tap **Secondary Activities** field **if** additional Activities need to be added
    - o Tap **Touch here** and select additional Activities from the list (repeat until all Activities are selected)
    - o Tap **Add** icon (top right of form) to continue adding Secondary Activities (repeat until all Activities are selected)
    - o Tap the **Tick** icon (bottom right of form) to return to the Outcome Form
- Tap **Consultation Medium***
    - o Tap **required** Consultation Medium
- Tap **Conclusion***
    - o Tap **required** Conclusion
- Tap the **Save** icon

Visit submitting displays briefly (centre)

The **Visits** screen will display