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Overview

Note to Team allows users to send a secure email from their device to their team's NHS mail inbox. This can be done from the Total Mobile Home screen or from within an open visit.

Using Note to Team on an iPad

Note to Team from the Home Screen

Note to Team is located below your Visits on the Home screen

• To send an email to your team, tap Note to Team

The Note to Team screen will display



Tap Email* and select your teams' email from the displayed

Tap in the NOTEPAD section

The Notepad screen will display

- Note Type: Select the required note type
 - Patient Reminder: changes in schedules etc
 - Equipment Reminder: picking up/dropping off equipment
 - **General Note:** Anything you need Admin to be aware of
 - Speak to Supervisor: Items which need to be brought to the attention of your manager







- Client Reference: Patients NHS number/RiO Client ID and their name
- Notes: Enter the message you want to send
- To send the message, tap the **Status** icon **1** (top right)
- To delete the message, tap the **Delete** icon iii (bottom left)

Note to Team from within a Visit

A Note to Team can only be sent if the visit is active; when the visit has been marked as 'Arrived' you will then see the task icon at the top right of the screen

• Tap the **task** icon **i** (top right)

The Select a Task screen will display

• Tap Note to Team

Select a Task	Close
Alert	
Complete Keysafe Form	
Note to Team	

The Note to Team screen will display

This time, because the Note to Team was generated from an Active visit, the Patient's details will display at the top of the screen

iPad 🗢	14:49				
く Back	K Note to Team				
AT	ARMSTRONG, Tanya, (Mrs)Born: 18-May-1935 (85y)Gender: FemPreferred name: TanyaNhs No.: 123456789	nale			
	THIS INFORMATION GENERATES AN EMAIL				
	Email *				
	Touch here				
	NOTEPAD				
	Touch to add				

- Tap Email* and select your teams' email from the displayed list
- Tap in the NOTEPAD section

The Notepad screen will display

- Select the required Note Type, Client Reference and enter the message you want to send
- To send the message, tap the **Status** icon **(top right)**
- To delete the message, tap the **Delete** icon $\boxed{10}$ (bottom left)



Using Note to Team on a Smart Phone

Note to Team from the Home Screen

Note to Team is located below your Visits on the Home screen

Tota	almobi	le	
1	Phon Synce	e 1 Trainer d at 11:47 in 1s	ŝ
Q	Visits 1 New,	3 0 Outstanding	J
	Inbox 0 Unre	(ad	
A	Milea 0 Start	ige ed, 2 Available	
	Note 0 Start	to Team ed, 1 Available	
	111	0	<

Tap Email* and select your teams' email from the displayed list

← Email	
Q Type search criteria	
Billesley bchc.imt4@nhs.net	~
Bloomsbury bchc.imt16@nhs.net	
Boldmere bchc.imt17@nhs.net	
Castleton bchc.imt18@nhs.net	

Tap in the NOTEPAD section •

The Notepad screen will display

- Note Type: Select the required note type
 - Patient Reminder: changes in schedules etc 0
 - Equipment Reminder: picking up/dropping off equipment 0
 - General Note: Anything you need Admin to be aware of 0
 - Speak to Supervisor: Items which need to be brought to the attention of your 0 manager
- Client Reference: Patients NHS number/RiO Client ID and their name •
- Notes: Enter the message you want to send
- Т

ap th	e Not	epad tick icon 🥙 (bottom right)
Note to Team		
THIS INFORMA GENERATES AN YOURSELF	ITION N EMAIL TO	
Email * bchc.imt4@nhs	s.net	• To send the message, tap the complete icon 🛇 (bottom right)
Notepad Note Type:	Patient Reminder	• To delete the message, tap the delete icon (top right)
Client Reference	Joe blogs 1234567	



Notepad Note Type: Patient Reminder O Equipment Reminder O General Note O Speak to Supervisor Client Reference Joe blogs 1234567

Notes:
change schedule to twice weekly





Note to Team from within a Visit

A Note to Team can only be sent if the visit is active; when the visit has been marked as 'Arrived' you will then see the task icon at the top right of the screen

• Tap the **add** icon (bottom right)

The Select a Task screen will display

• Tap Note to Team

Select a Task				
	Alert			
	Complete Keysafe Form			
	Note to Team			
		0	<	

The Note to Team screen will display

Note to Team 🗖 🖬					
AM	ARMSTRONG, Tanya, (Mrs) Preferred name: Tanya				
	Born: 18/ Nhs No.:	05/1935 (85y) Not Provided	Gender :		
THIS INFORMATION GENERATES AN EMAIL TO YOURSELF					
Email	*				
Touch	h here				
Notep	pad h to add		•		
	111	0	<		

This time, because the Note to Team was generated from an Active visit, the Patient's details will display at the top of the screen

- Tap Email* and select your teams' email from the displayed list
- Tap in the NOTEPAD section

The **Notepad** screen will display

- Select the required Note Type, Client Reference and enter the message you want to send
- To send the message, tap the **complete** icon 💟 (bottom right)
- To delete the message, tap the d**elete** icon (top right)