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Overview


Progress Notes are included with every visit by default in Total Mobile and are used, if required to record the details of your interaction with the Client. Progress Notes will need to be either Omitted or Recorded depending on what happens during the visit. Progress Notes can only be Added or Omitted after the Visit has been marked as 'Arrived'.

Omitting a Progress Note on an iPad

- Scroll to the bottom of the visit to locate the Progress Note
- Tap **Omit Progress Notes** icon (bottom, middle of screen) 
- Tap **Omit Remaining Tasks**

The **Omit Remaining Tasks** message displays


- Tap **Yes**

The Progress Notes **Omitted** icon now displays on the Progress Note 

Progress Notes can also be omitted by swiping right to left on the Progress note


A red square will display on the far right of the Progress Note with Omit on it

- Tap the **red square** 

The Progress Notes **Omitted** icon will display on the Progress Note 






Adding a Progress Note on an iPad

- Tap the **Progress Notes** icon  (near bottom of screen)

The Progress Notes screen will display

Mandatory fields are marked with an asterisk *

- Tap **Note Type** – Select as required
- Tap **Speciality** – Select as required
- Tap **Note Details**
 - A white text box displays; type or dictate notes as required and tap  (top, to left of the header Progress Notes - NOT the Back on the far left in Visits section)
- Tap **Significant Event** - Select as required
 - True = Progress Note will display on Significant Events screen
 - False = Progress Note will not display on Significant Events screen
- Tap This event contains third party information - Select as required
 - True = Progress Note contains 3rd party information
 - False = Progress Note does not contain 3rd party information
- Tap **Conceal from Client** – Select as required
- Tap **Risks** and add **if** required.
- Tap **Do you want to add a photograph?** And add **if** required.
- Tap **Do you wish to validate the Progress Note?** – Select as required.
- Tap **Submit** icon  to save the Progress Note form
- Tap **Yes**


The Progress Notes icon  displays with a tick at the bottom of the screen


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

Continue to add Appointment information as required




Omitting a Progress Note on a Smart Phone

- Scroll to the bottom of the visit to locate the Progress Note
- Tap and **hold** the **Progress Notes** icon 
- Tap **Omit**



The Progress Notes **Omitted** icon will display on the Progress Note 


Adding a Progress Note on a Smart Phone


- Tap the **Progress Notes** icon  (near bottom of screen)

The Progress Notes screen displays

Mandatory fields are marked with an asterisk *

- Tap **Note Type** – Select as required
- Tap **Speciality** – Select as required
- Tap **Note Details**
 - White text box displays; type or dictate notes as required and tap **Tick** icon (bottom right) 
- Tap **Significant Event** - Select **Yes** or **No** as required
 - Yes = Progress Note will display on Significant Events screen
 - No = Progress Note will not display on Significant Events screen
- Tap **Is this third party?** - Select **Yes** or **No** as required
 - Yes = Progress Note contains 3rd party information
 - No = Progress Note does not contain 3rd party information
- Tap **Conceal from client?** - Select **Yes** or **No** as required
- Tap **Risks** and add if required.
- Tap **Validate the Progress Note?** - Select **Yes** or **No** as required
- Tap **Submit** icon  to save the Progress Note form

The Progress Notes icon  displays with a tick at the bottom of the screen

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

Continue to add Appointment information as required