Detailed Visit

Tap ⬆ to **Start** visit, select **Arrived**

⬇

Tap 🗄 to **view** Client information

⬇

Tap ⊞ to **hide** Client Information

⬇

Tap ◯ to **Add Progress Note**

⬇

Tap ➡ to **Complete Progress Note**

⬇

Tap ✚ to **Add Form/Task/Alert**

⬇

Tap ⬆ & **Complete** visit

Useful Features

👤 Synchronise Visits

Tap to force Total Mobile to synchronise visits with RiO.

📍 Visits List

Displays a list of all booked visits for a user. Tap to open the visit.

⇟ Options

Tap to view and change visit display options.

🗺 Visit Location

Shows all visit locations on a Map.
***Details** opens the visit; **Route** gives directions.*

📍 Maps

Tap the Map within the visit get directions.

⚠ Quick View of Allergies & Alerts

Tap to view Allergies or Alerts recorded in RiO.

Add/Remove Alert Add or Remove Alerts

Tap to view, add & remove Alerts

Patient Summary Folio 🗄

Tap a tile or icon to show/hide Patient Summary Progress Notes, Appointment Summary, etc.

⏸ Pausing & Resuming Visits

*When visit is active, tap ⬆ & select **On Hold.***
*To resume visit, tap ⬆ & select **Resume.***

✉ Inbox

Tap to check visit Outcomes are recorded in RiO

⚙ Change Password

Allows users to change their Password.

NHS
Birmingham Community Healthcare
NHS Foundation Trust

Total Mobile

iPad Quick Reference Guide

This guide will help you to:

- Start a Visit
- Record DNA's
- Book Follow Up Appointments
- Record Visit Information

For help using the Total Mobile App contact:

Digital Skills Training Team
ITT@bhamcommunity.nhs.uk
0121 466 7212

For help with devices or network issues contact:

Service Support Team
0121 466 7111

Best Care Healthy Communities

Total Mobile—How does it work?

All visits are booked in RiO (in advance of the appointment) → Visits are pulled into Total Mobile when the device has an Internet signal → Visits are displayed in the Visits list → Visits are Outcomed in Total Mobile. (Remember you can only have 1 visit active at any time) → Outcomes are returned to RiO when the device has an Internet signal → Any Cancellations are recorded in RiO *not* in Total Mobile

Simple Visit

Tap to **Start** visit, select **Arrived**

↓

Tap ○ ○ ○ to **Omit Progress Note**

↓

Tap , select **Complete**

↓

Complete **Outcome** Form (*Mandatory)

↓

Click **Done** to complete Visit

D.N.A.

Tap to **Start** visit, select **DNA**

↓

Complete DNA Outcome Form

↓

Enter appropriate comment

↓

Tap **Done** To submit Outcome

Booking Follow Ups

Tap whilst visit is active

↓

Tap **Schedule Follow up Appointment**

↓

Complete **Follow Up** Form (*Mandatory)

↓

Tap **Done**

↓

Complete visit as required