

# Scheduling System – HCP Functions

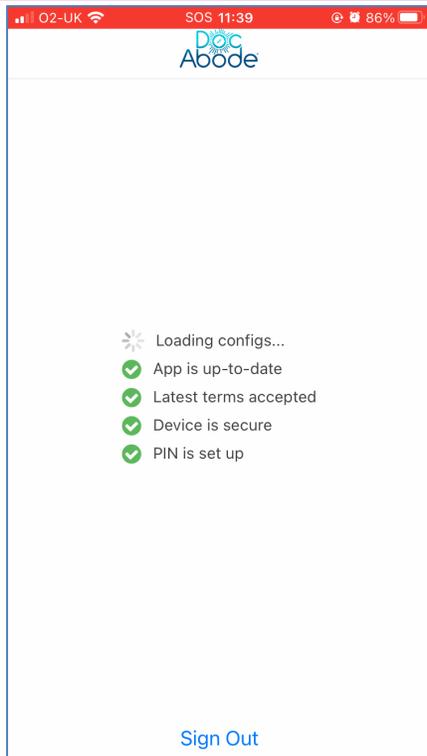
## Logging in

This document describes how to log in to the Doc Abode app and access jobs.

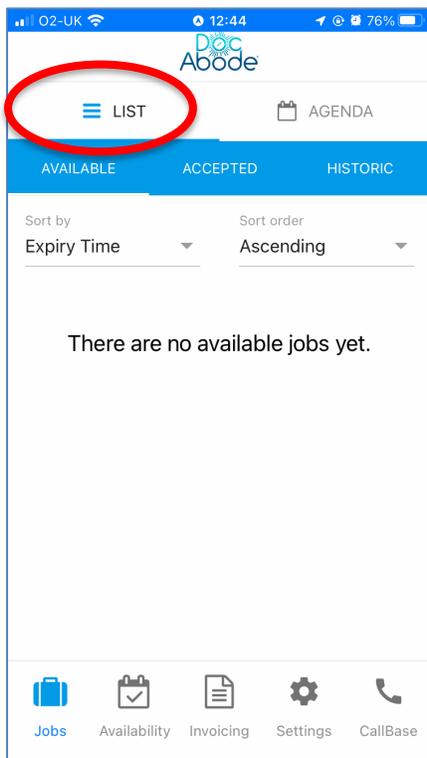
1. Select the app from the smartphone. When the app was installed the username and password will have been stored so there is no need for any login credentials to be entered in day-to-day use



The app will take a very short while to start up

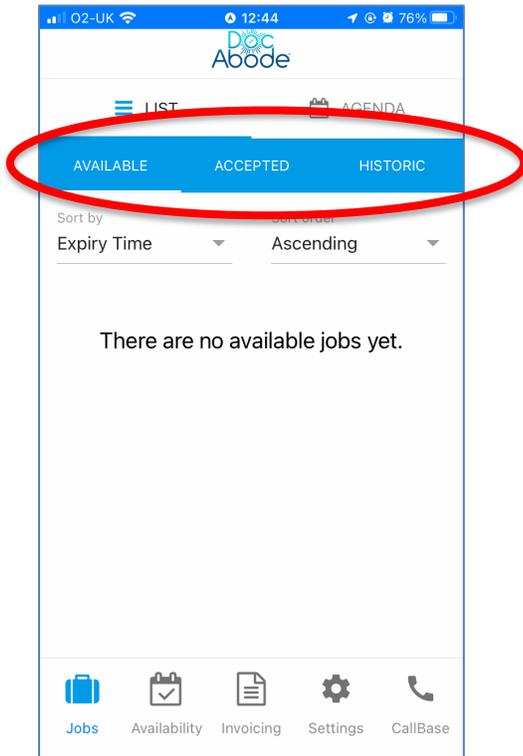


2. Once loaded, the following screen will be displayed

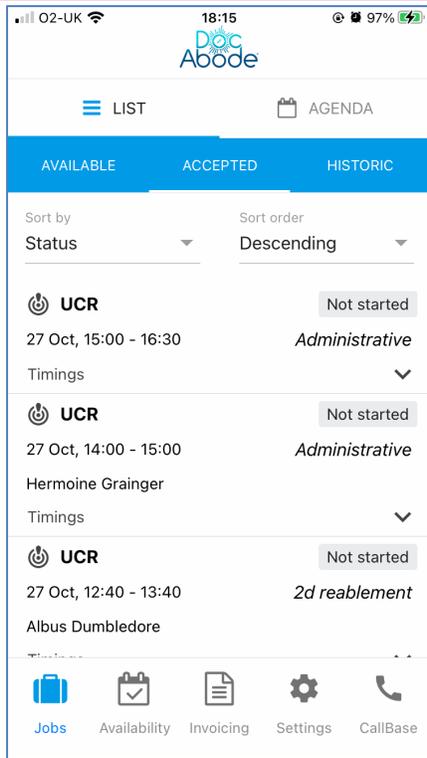


At the top of the screen the HCP can select to show visits in list view, which is the default, or in agenda view. In this example there are no unassigned visits for today, if there were they would be listed here.

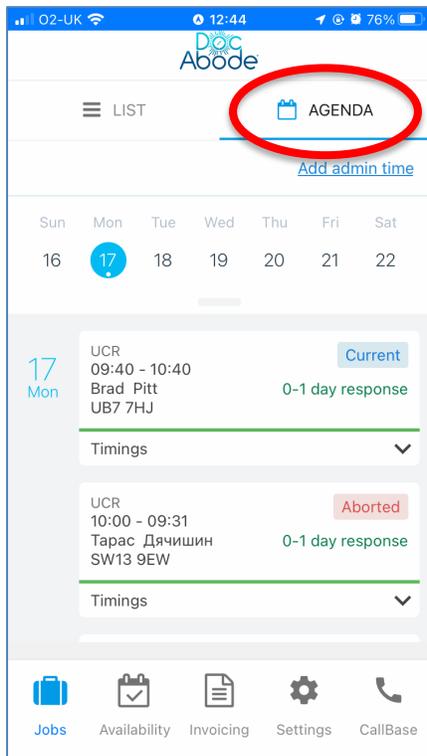
Within list view the HCP can review jobs by selecting the tab below. The default is *Available*, *Accepted* shows visits and admin time that has been assigned to the HCP, and *Historic* shows visits and admin tasks that have been completed or aborted.



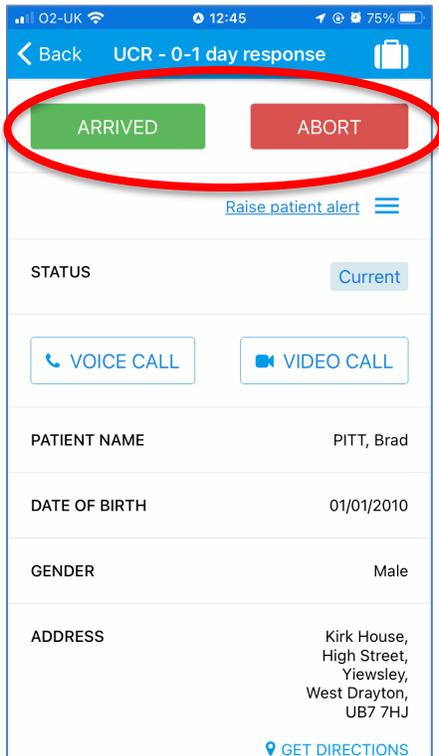
The *Accepted* tab is the most useful for Scheduling users,



Pressing *AGENDA* will display visits assigned to this HCP for the current day, with options to select other days if needed. Visits are displayed in a vertical calendar view, shown below.



When a visit is selected the HCP can see options to change the visit status (e.g. arrived, completed etc.) or to abort the visit.

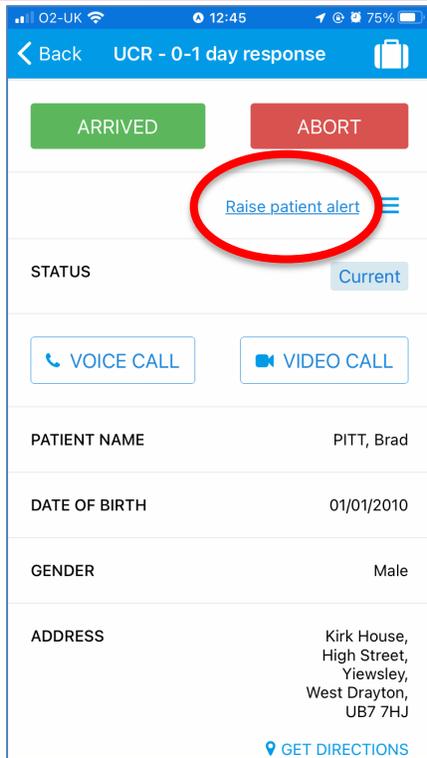


Pressing the status button on the top left (in this example it is *ARRIVED*) will automatically move the visit to the next chronological status, in the case this is *COMPLETED*. If this status change is unwanted, the status can be reverted, see below.

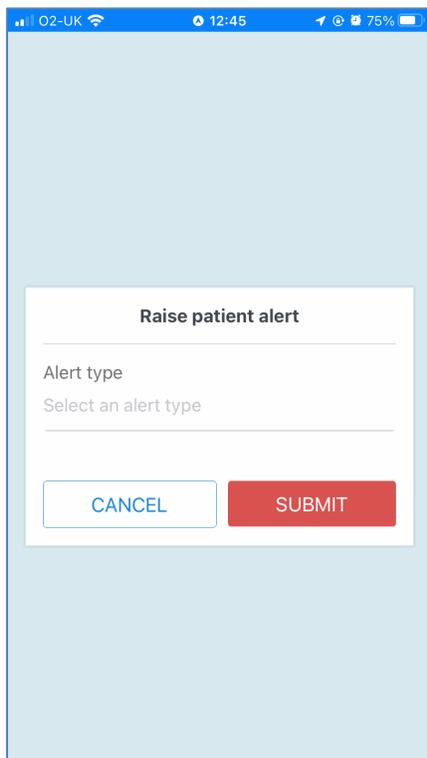
The *ABORT* button enables the visit to be aborted, and provides a drop-down list of reasons and the option to enter free text notes.

Below these bright buttons are further options presented as links rather than buttons:

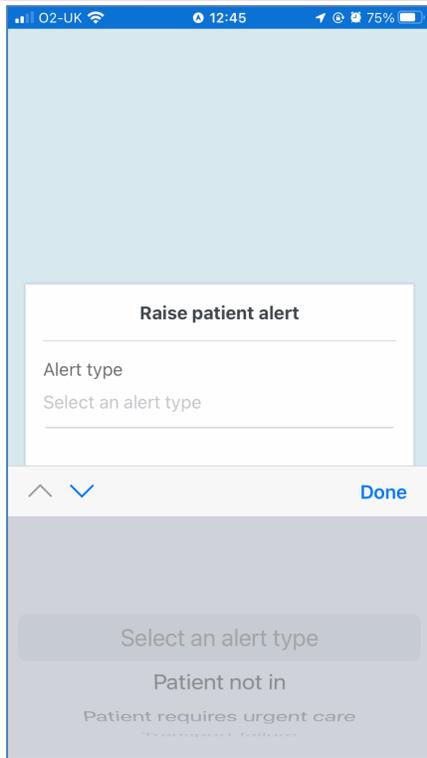
- The *Raise patient alert* link will enable the HCP to notify the controller of alert circumstances, with a list of reasons presented



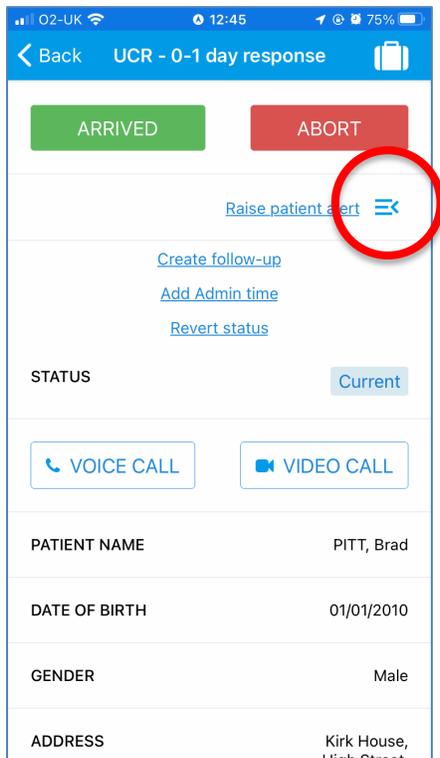
This screen enables the HCP to select the patient alert reason



The HCP can enter an alert type by selecting the drop-down list of reasons

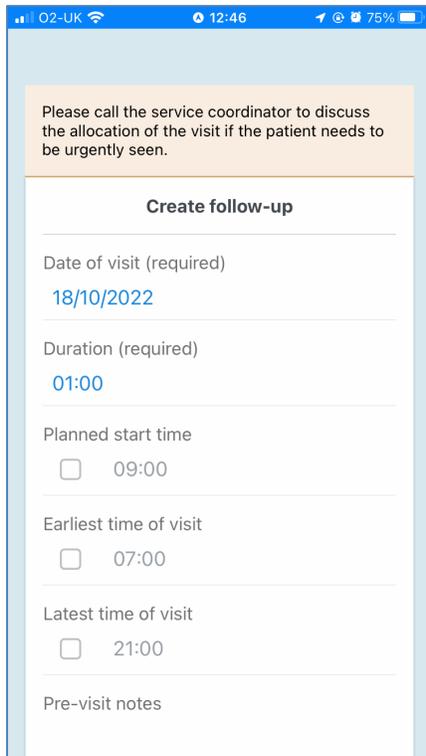


Next to the *Raise patient alert* link is a menu of further actions, press the 'hamburger' menu to see the following options



These options enable the HCP to create a follow-up visit, add admin time and revert the status of the visit.

Selecting *Create follow-up* presents the following screen



The screenshot shows a mobile application interface for creating a follow-up visit. At the top, there is a status bar with '02-UK', '12:46', and '75%' battery. Below the status bar is a light blue header with the text: 'Please call the service coordinator to discuss the allocation of the visit if the patient needs to be urgently seen.' The main content area is titled 'Create follow-up' and contains several input fields: 'Date of visit (required)' with the value '18/10/2022', 'Duration (required)' with the value '01:00', 'Planned start time' with a radio button next to '09:00', 'Earliest time of visit' with a radio button next to '07:00', and 'Latest time of visit' with a radio button next to '21:00'. At the bottom, there is a 'Pre-visit notes' field.

Enter required details, scroll to the bottom and press the submit button

02-UK 12:46 75%

Date of visit (required)  
18/10/2022

Duration (required)  
01:00

Planned start time  
 09:00

Earliest time of visit  
 07:00

Latest time of visit  
 21:00

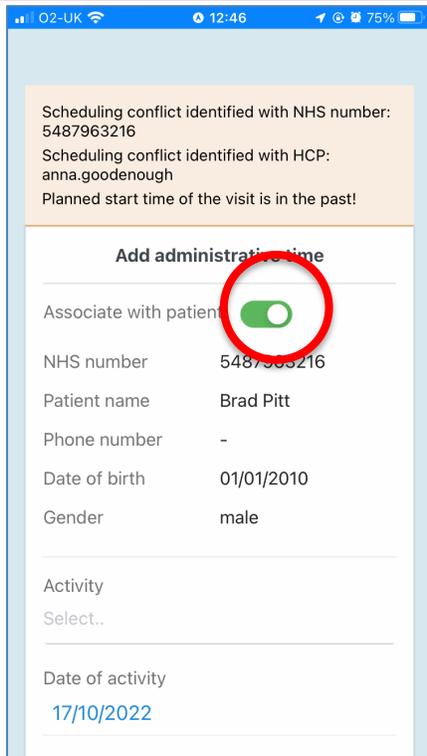
Pre-visit notes

Assign HCP(s)  
 Anna Goodenough

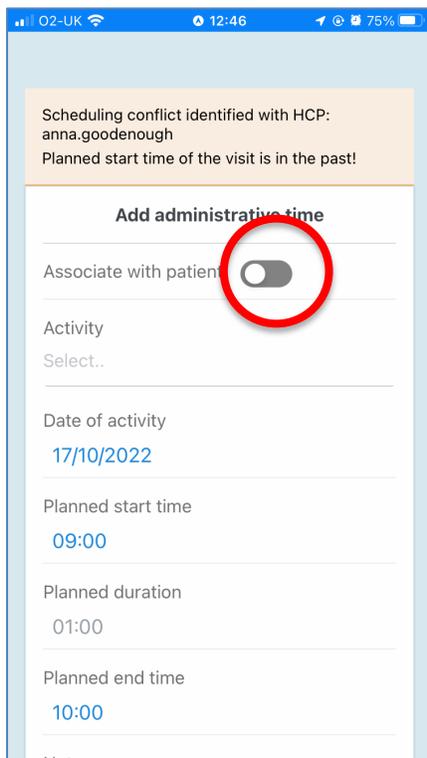
CANCEL SUBMIT

When the HCP selects *Add admin time*, they are able to create a 'visit' that may relate to a patient or may be independent of any specific patient.

In the example below, the admin time is associated with the selected patient.



Alternatively, the button can be changed so that the visit is independent of any patient



In both cases, enter details and at the bottom of the screen there is the option to create the admin time.

Activity  
Select..

Date of activity  
17/10/2022

Planned start time  
09:00

Planned duration  
01:00

Planned end time  
10:00

Notes

Organisation  
Demo

CANCEL CREATE

The *Revert status* link is a quick way to change the visit status to its previous setting. For example if the visit status is *Current* it is changed to *Not Started*, and if the visit status is *Completed* it is changed back to *Current*.

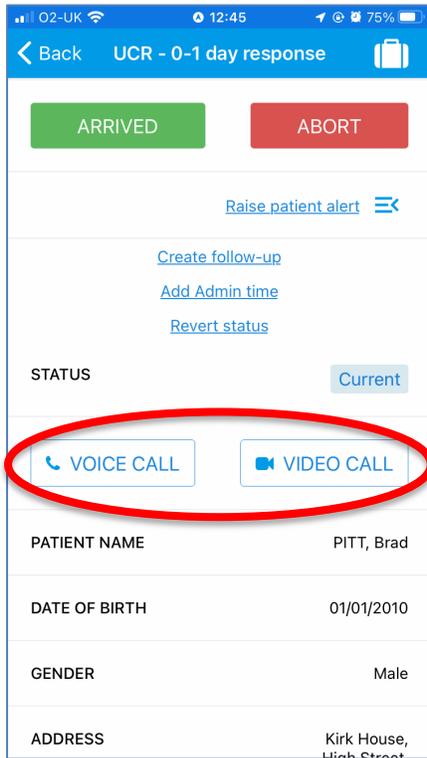
Revert status

STATUS Current

Revert status to  
Not started

CANCEL SUBMIT

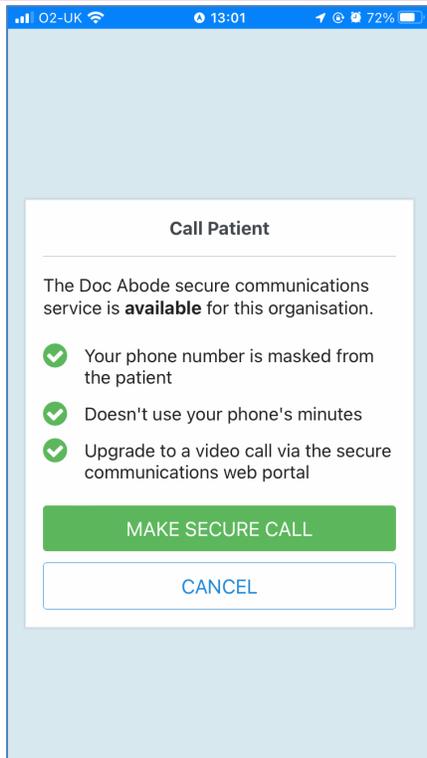
To hide these additional options, press the 'hamburger' menu again.



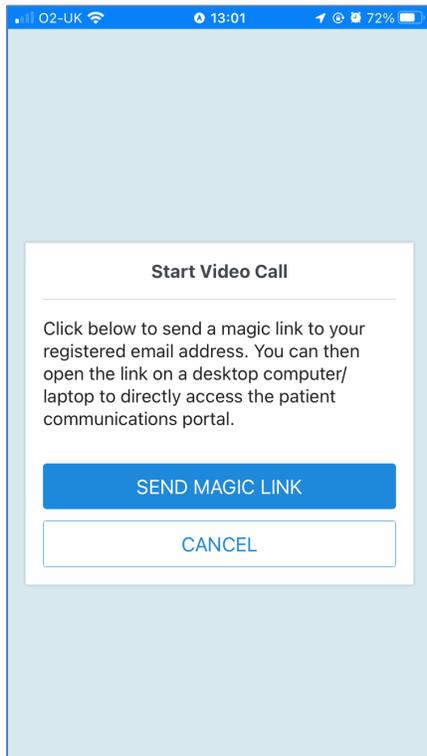
Below the visit status are options to call the patient by voice or video call.

Before trying these please check whether these options have been implemented – some customers prefer not to do so as there is a subscription charge associated with this.

The following screen is presented when a voice call is selected



The following screen is presented when a video call is selected



If these options have not been purchased, the HCP can click on the phone number in a visit and the phone will use its native calling capability to make a call. The call will behave as any other one: the number isn't masked and minutes may be used, depending on the phone contract.

Below the address is the option to get directions. This calls the default mapping application on the phone handset (Google maps for Android phones, Maps for iPhones) in a separate application. The HCP can use this in the normal way to get to the patient using the most efficient route.