

Scheduling System – HCP Functions

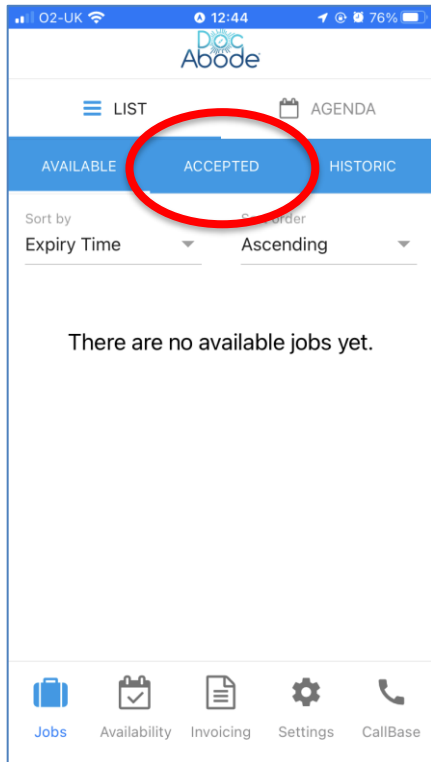
Completing visits

This document describes how to complete visits in the Doc Abode app.

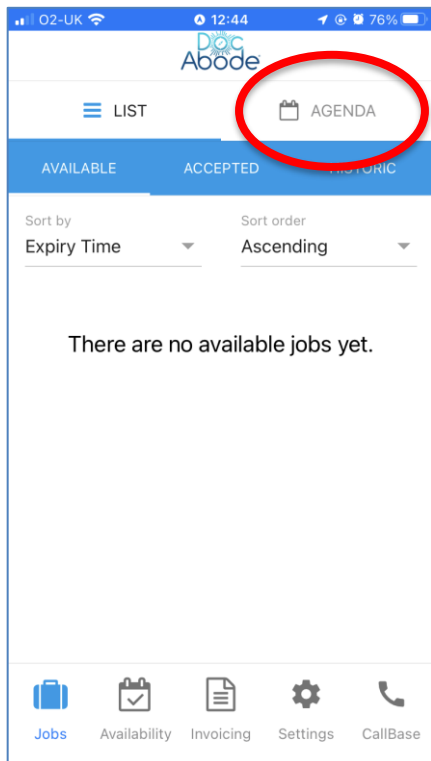
1. Select the app from the smartphone. When the app was installed the username and password will have been stored so there is no need for any login credentials to be entered in day-to-day use



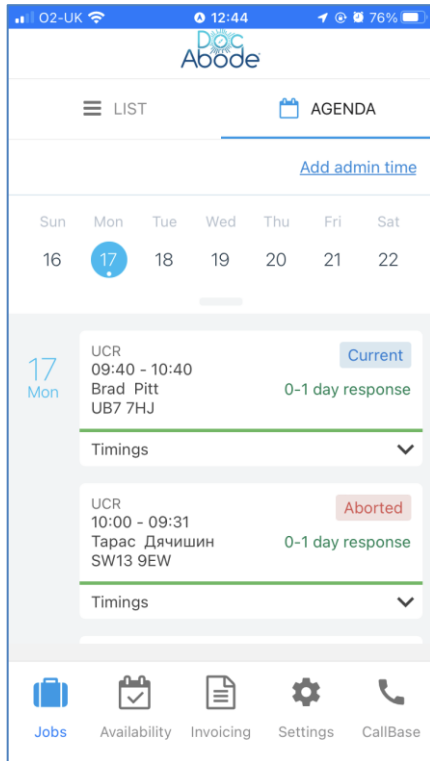
2. Once loaded, the following screen will be displayed



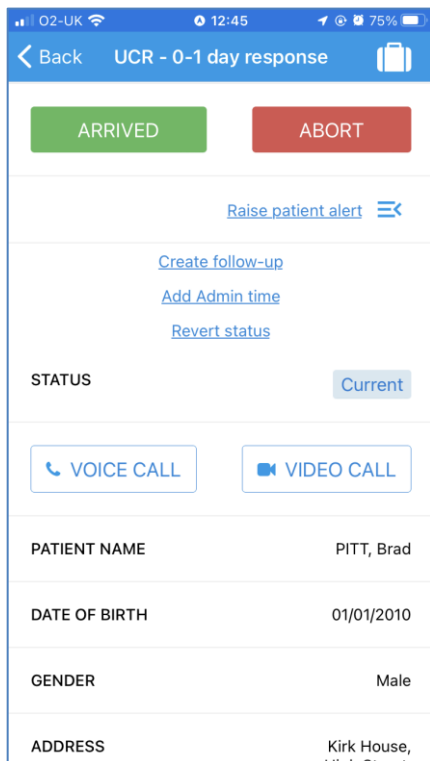
At the top of the screen the HCP can select to show visits in list view, which is the default, or in agenda view. To select a visit, either find it in list view (usually the *Accepted* list is more likely to contain the visit required) or select *Agenda* to find the visit using a calendar view.



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.



When a visit is selected the HCP has many options for viewing and managing the visit.

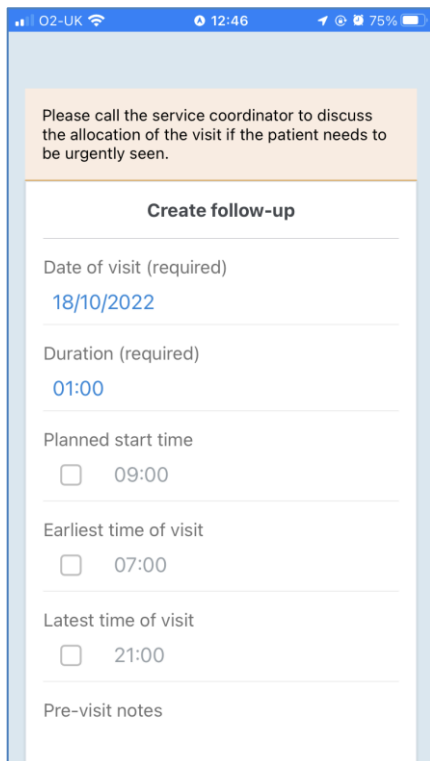


Details about the visit can be viewed by scrolling down this screen.

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.

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



02-UK 12:46 75%

Please call the service coordinator to discuss the allocation of the visit if the patient needs to be urgently seen.

Create follow-up

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

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

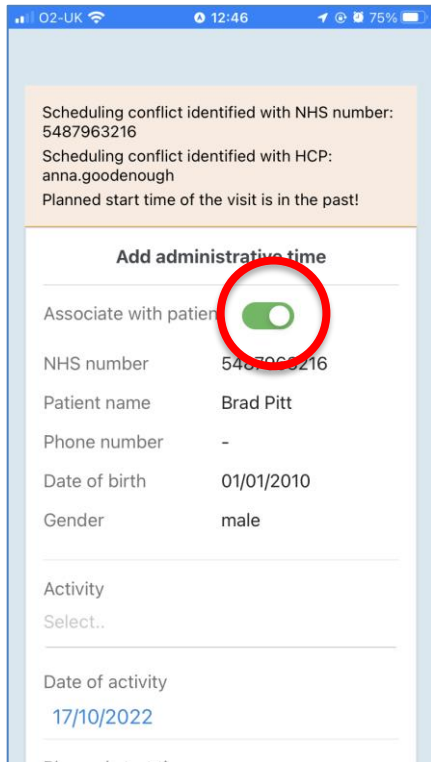
Pre-visit notes

Assign HCP(s)
 Anna Goodenough

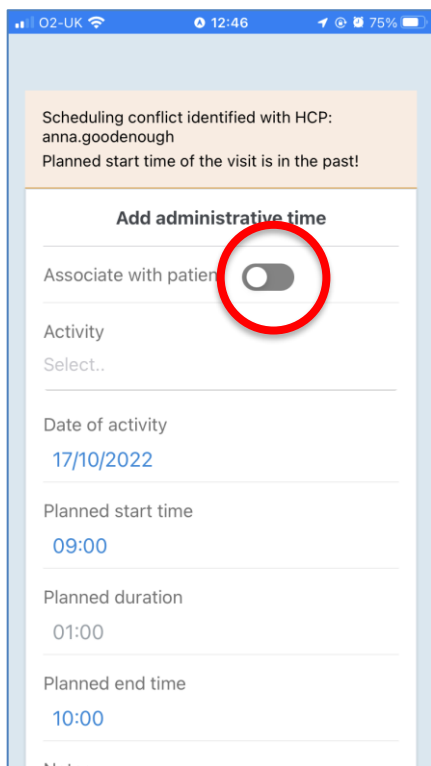
CANCEL SUBMIT

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*.

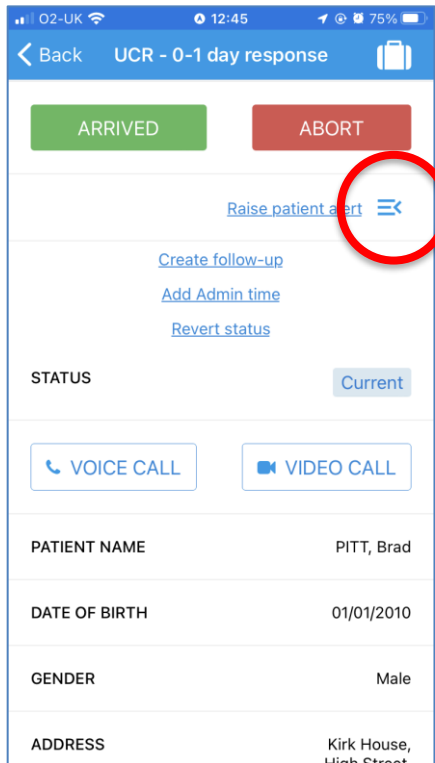
Revert status

STATUS Current

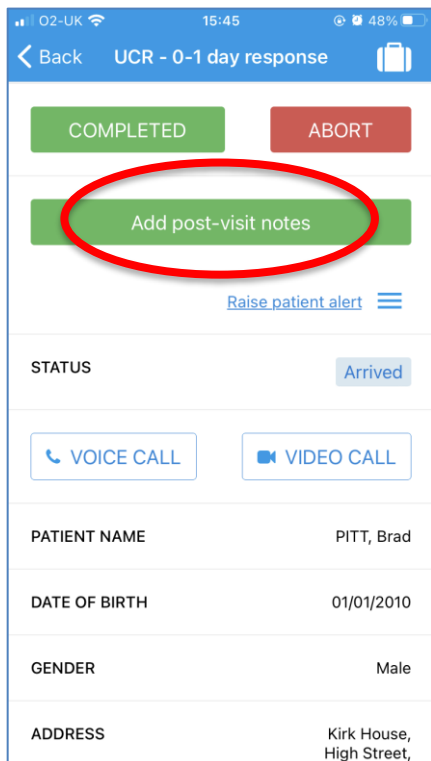
Revert status to Not started

CANCEL SUBMIT

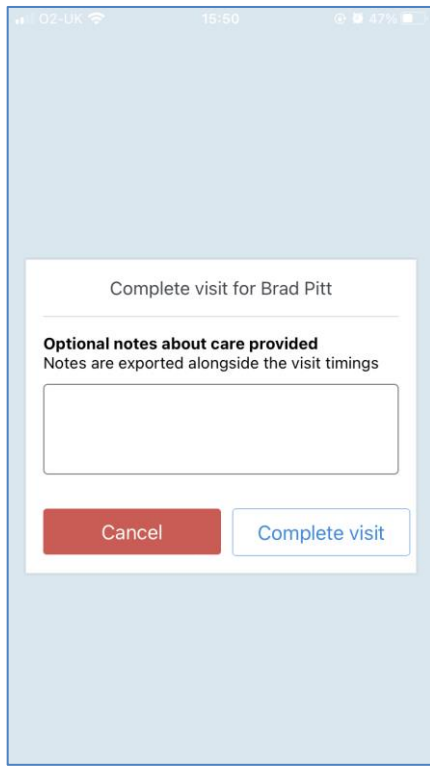
To hide these additional options, press the 'hamburger' menu again.



When the HCP presses the status button, the status shown as *ARRIVED* in the bright green box at the top left of the visit is changed to *COMPLETED*.

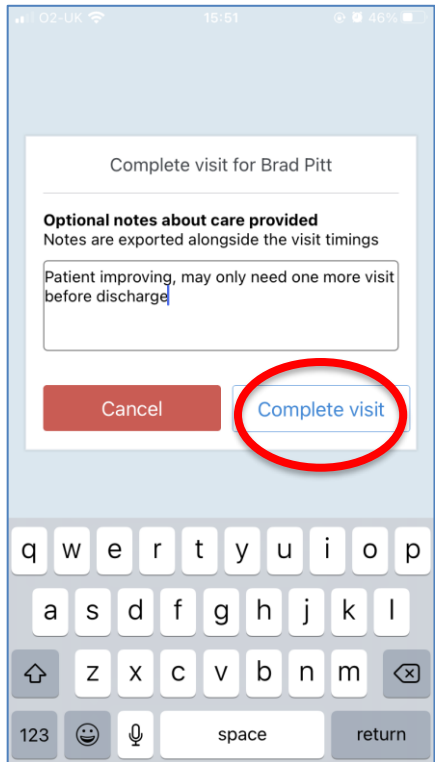


A new button is presented, to enable the HCP to *Add post-visit notes*. Pressing this button pulls up the following screen



The HCP can enter notes and press *Complete visit*

When the HCP presses *Complete visit* the visit status changes to *Completed*.



When the HCP next selects this visit the status will show as Completed and the option to update/add further notes is presented. The option to revert status remains in the hamburger menu.

Note that visit timings are set by the actions on the phone. These can be changed by the controller, for instances when the HCP has forgotten to update their phone at the time.

02-UK 17:40 26%

< Back UCR - 0-1 day response

Add post-visit notes

[Create follow-up](#)

[Add Admin time](#)

[Revert status](#)

STATUS **Completed**

PATIENT NAME PITT, Brad

DATE OF BIRTH 01/01/2010

GENDER Male

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High Street,
Yiewsley,
West Drayton,
UB7 7HJ