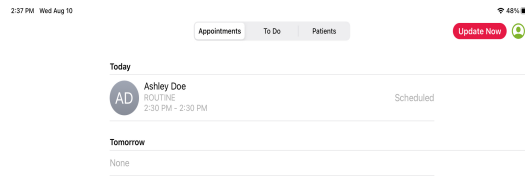


## Quick Reference: Routine Visits

### Before Appointment

1. Log in to the Care at Home Clinical app.
2. Select appropriate appointment to view details.



### During appointment

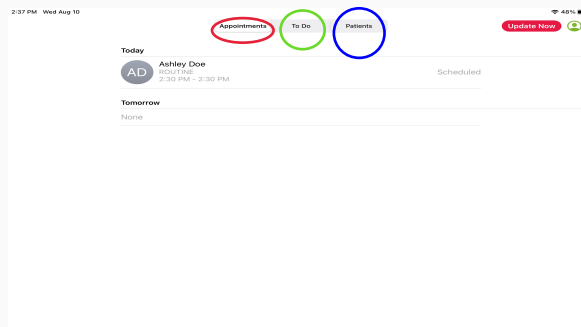
1. Tap **Start** when at the patient's home.
2. Complete documentation.
3. **Save and Close** or if completed **Sign**.
4. If necessary, tap **Add Charting** to add documents.
5. Tap End Appointment.
6. Obtain patient signature.

### After Appointment

1. The App auto sync's every 5 minutes, you can also sync information to web version on demand if needed.
2. Complete documents.

## Manage To Do List Daily

The To Do List gives you quick access to the information and tasks you need to complete your job. Check them often (at least on a daily basis).



### Appointments Tab

Once you Click on this Tab you will find all visits assigned to you for the current day and the following day. Only a two day schedule will show on this screen. Additional appointments will show at the patient detail level.

### To Do Tab

Shows documents/tasks that need your attention. The categories are:

- Charting in Progress
- Unsigned Orders
- QA Review Complete

### Patient's Tab

Here you will find all patients assigned to you. In the past 30 days or 14 days into the future.