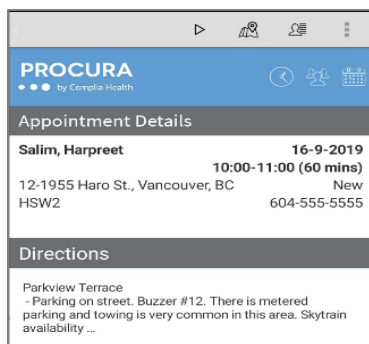



# Procura Mobile Quick Reference Guide

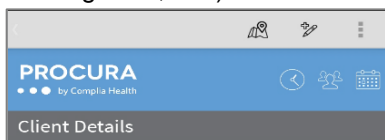
- ✓ Your phone is charged before beginning your shift
- ✓ Refresh your schedule in between visits

## Review appointment and client details prior to the visit

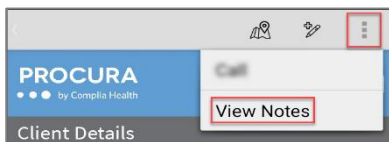
1. Tap on a client appointment to see **Appointment Details** (address, directions, Care Plan tasks)




2. Tap on  to see **Client Details** (hazards, allergies, diagnosis, etc.)



3. Check past notes.



## Travel to your client (Google Maps)

4. Tap on  in **Appointment Details** or in **Client Details**.


*Mileage is based on best route.*

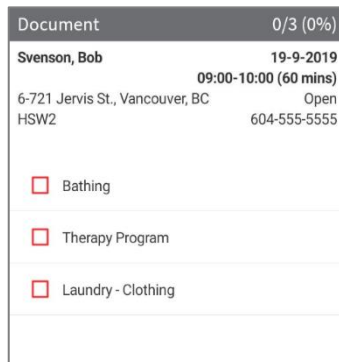
5. When you have arrived, tap the back arrow to exit maps.



## Start the visit and document care (tasks)

**Start your visit** when you are at the entrance of the client's home.

6. Tap  from **Appointment Details**, and tap **Start**.
7. Tap each Care plan task to mark it **Complete** or **Not Complete (with a reason)**.

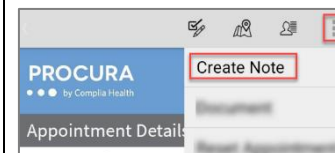


**Complete the visit** if you are finished documenting for the client (step 11).


## Write a note about the visit

If applicable, **write a note** about the visit prior to completing the visit.

8. Create a note from **Appointment Details**.

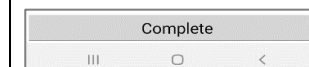


9. **Save** the note.

10. Tap  to return to the Document screen.








## Complete the visit.

11. Tap **Complete and Complete** again.






## Procura Mobile Quick Reference Guide – Icon List




The **Grey Bar** includes these icons:

Icon	Description
	<p><b>Refresh.</b> Refreshes today's appointment list and the Clients screen. Use this to keep your appointments updated when you are in and out of cell phone service.</p> <p><i>Location: Appears when you access Today's Appointments and Clients list.</i></p>
	<p><b>Ellipses Menu.</b> Displays additional actions depending on what you are doing in the app. Actions include:</p> <p><b>In the Schedule Screen:</b> Log Out  <b>In the Appointment Details Screen:</b> Create Note, Document and Reset Appointment.  <b>In the Client Details Screen:</b> View Notes</p> <p><i>Location: Appears in all areas of Procura.</i></p>
	<p><b>Client Details.</b> Use this to view information specific to the selected client.</p> <p><i>Location: Appears when you access appointment details.</i></p>
	<p><b>Create Note.</b> Use this to create a new client observation note for the client.</p> <p><i>Location: Appears when you access client details.</i></p>
	<p><b>Maps.</b> Opens Google Maps with the client's address. Use this to find the location of your client and plan your travel route.</p> <p><i>Location: Appears when you access appointment details and client details.</i></p>
	<p><b>Start Visit.</b> Use this when it's time to start your visit. <i>Check with your supervisor when this should occur.</i></p> <p><i>Location: Appears when you access appointment details.</i></p>
	<p><b>Complete Documentation.</b> Use this to complete the care plan tasks assigned to the client.</p> <p><i>Location: Appears when you access the appointment details after you have started the visit.</i></p>

The **Procura Main Menu** includes these icons:

Icon	Description
	<p><b>Schedule.</b> Takes you back to today's appointments view.</p>
	<p><b>Clients List.</b> Displays a list of clients with appointments today and tomorrow.</p>
	<p><b>Procura Portal.</b> Use the Procura Portal to view extended client schedules including canceled and verified appointments.</p>

The **Bottom Bar** of the phone includes these icons:

Icon	Description
	<p><b>Home Button.</b> Return to the Home Screen of the phone.</p>
	<p><b>Open Apps.</b> View and select your open phone apps.</p>
	<p><b>Back Button.</b> Use this in Procura to move back to the previous screen.</p>