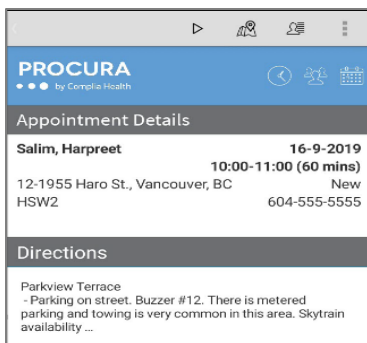


Procura Mobile Quick Reference Guide

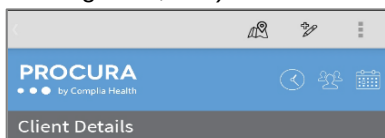
- ✓ Your phone is charged before beginning your shift
- ✓ Refresh your schedule in between visits

Review appointment and client details prior to the visit

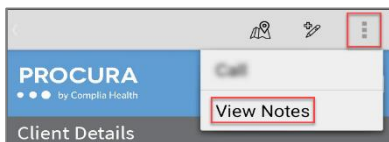
1. Tap on a client appointment to see **Appointment Details** (address, directions, Care Plan tasks)



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.

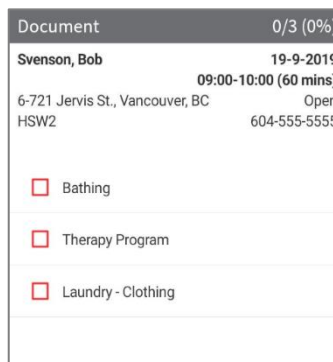
5. When you have arrived, tap the back arrow to exit maps.



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)**.

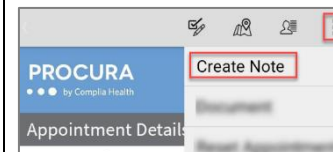


Complete the visit if you are finished documenting for the client (step 11).

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**.

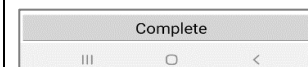


9. **Save** the note.

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

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

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

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

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