Procura Mobile Quick Reference Guide

Purpose

The purpose of this document is to navigate the Procura Mobile Application.

Groups Applicable to

Direct Service Nurse (DNS)

Select a client appointment to see Appointment Details (address, directions, Care Plan tasks)

Figure 1 Appointment Details

Select the client details icon to see Client Details (hazards, allergies, etc.) This gives you client specific information.
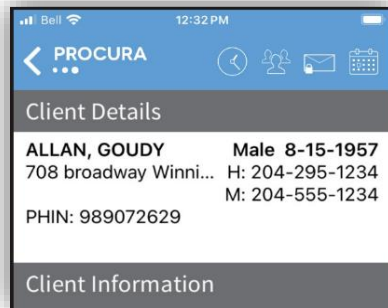

Figure 3 Client Details icon

Figure 4 Client Information

Figure 2 Review Past Notes

Selct the Map icon in Appointment Details or in Client Details. Opens Apple maps. Used to find the location to a client's home.

Figure 5 Map Icon

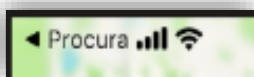Select the Procura back arrow tp exit maps.

Figure 6 Procura Back Arrow Icon

To call a client select the ellipses from the Appointment Details or Client Details Screen
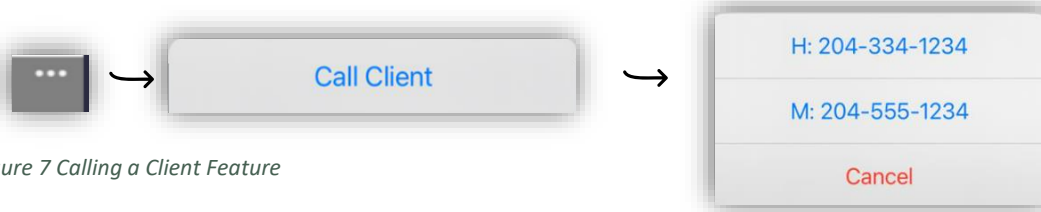

Figure 7 Calling a Client Feature

To call a clients formal or informal contact from the Client Details Screen, select on the contacts name, phone number and proceed to call.
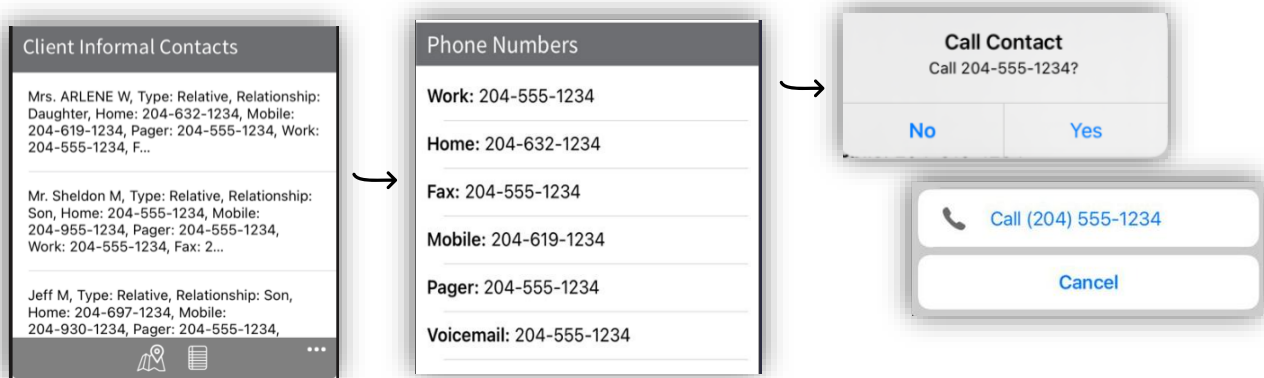

Figure 8 Calling a Formal/Informal Contact

Select the triangle icon from the Appointment Details page when you are ready to begin services and tap Start. Use this to start a visit with the client. Breaks/Admin Time are required to be stated and stopped at their scheduled time

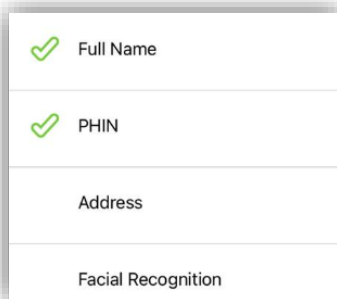*Figure 9 Start Icon*

Complete Client Identifiers

Figure 10 Client Identifiers

Select each Care plan task to mark it Complete or Not Complete (with a reason). Select List to display what has or has not been completed and then select Complete. Tap Complete again to complete and/or check out of your visit.
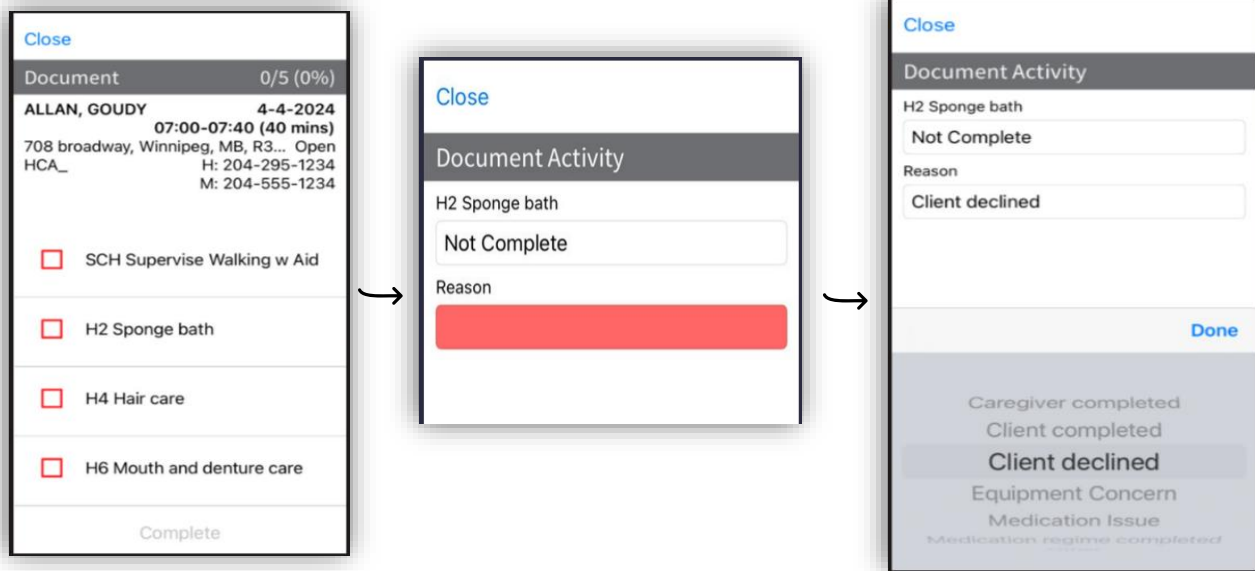
Figure 11 Care Plan Task Icon / Complete or Not Complete Icon List / Not Complete Reason List

Use the Refresh Icon at the bottom of the Appointment Details to refresh your Schedule after each visit. Use the Ellipese to log out
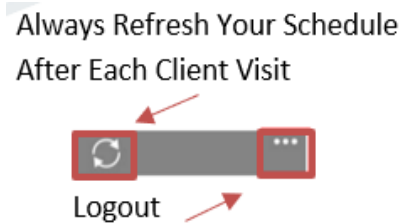

Figure 12 Refresh and Logout Icons

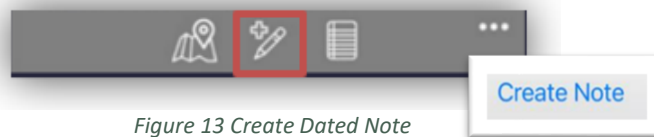If applicable, write a note about the visit prior to completing the visit.

Figure 13 Create Dated Note

Grey Bar and Procura Tool Bar Icons

Ellipses Menu **-** Displays additional actions depending on the location within the application including logging out.

Figure 14 Ellipses Icon

Ellipses icon

Schedule – Takes you back to today's appointment view

Figure 15 Schedule Icon

Client List – Displays a list of clients with appointments

Figure 16 Client List Icon

Procura Portal – Use the portal to view extended client schedules and availability calendar

Figure 17 Procura Portal Icon

Complete Documentation (for DSN only) – Use to complete Client Identifiers and assigned tasks
Location*:* Appears in appointment details after you started a client visit

Figure 18 Complete Documentation Icon