



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 2 Client Details icon

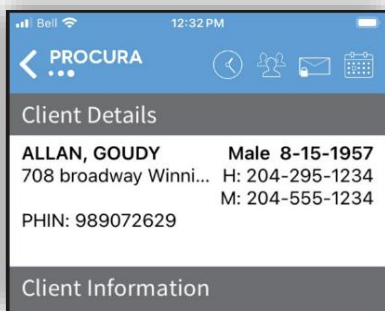


Figure 4 Client Information

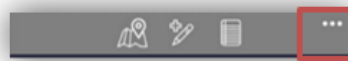


Figure 3 Review Past Notes

Select 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 to exit maps.

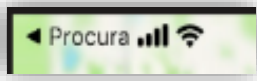


Figure 6 Procura Back Arrow Icon

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 7 Start Icon

Complete Client Identifiers

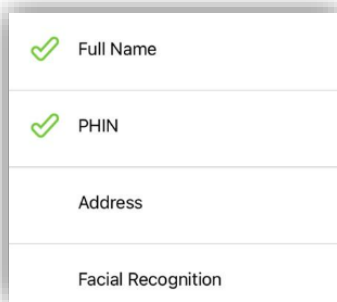


Figure 8 Client Identifiers

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.

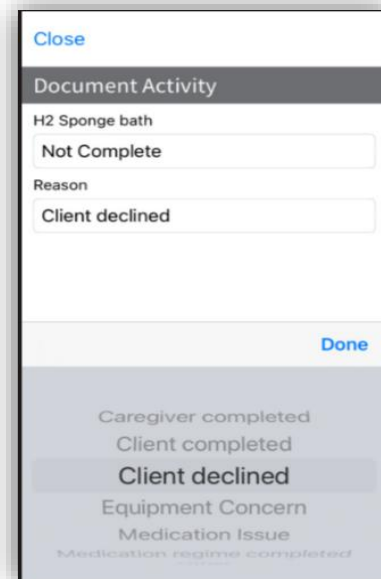
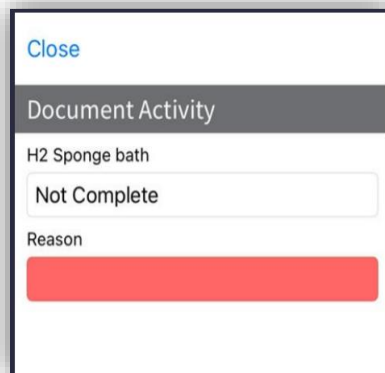
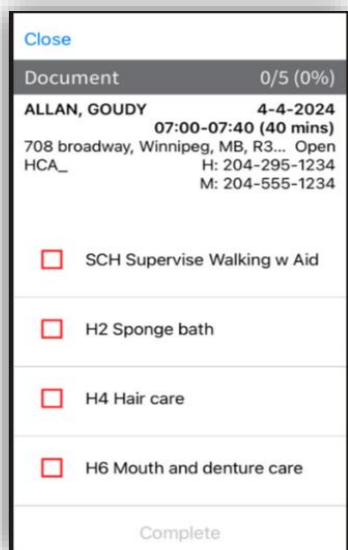


Figure 9 Care Plan Task Icon / Complete or Not Complete Icon List / Not Complete Reason List

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

Always Refresh Your Schedule After Each Client Visit

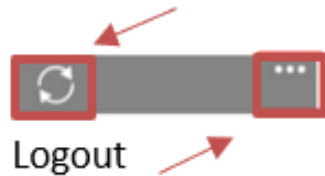


Figure 10 Refresh and Logout Icons

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

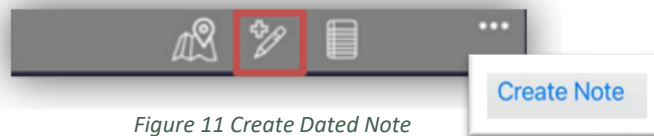


Figure 11 Create Dated Note

Grey Bar and Procura Tool Bar Icons

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



Figure 12 Ellipses Icon

Ellipses icon

Schedule – Takes you back to today's appointment view



Figure 13 Schedule Icon

Client List – Displays a list of clients with appointments



Figure 14 Client List Icon

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



Figure 15 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 16 Complete Documentation Icon