iPad Application: Patient Selection Screen

Last Modified on 10/07/2022 2:16 pm EDT

> 📱 The iPad application requires specific user licenses. Contact your Account Manager for more information.

About

The Patient Selection screen is organized into three sections: Patients, Completed Forms, and Incomplete Forms.

- Patients
  - Filter the Patient List
  - Sort the Patient List
- Completed Forms
- Incomplete Forms

From this screen, you can also change your Location and log out of the application.

Change Location: NextStep Testing   **Log Out**

Change Location
Click the Change Location button to select a different location on the Location Selection screen.
- (Online) Shows the locations available to the logged in user. When a location is selected, it will reload all of the setup data for forms and patients when loading.
- (Offline) Shows the same locations the user had available to them the last time they logged in. When a location is selected, it will show any patients the user had previously loaded for the location (when online). However, if you select a location that has not been previously loaded when online, the location will be empty and not display any patient data yet. This might be the case if you are offline and need to add a new patient to the location that was not previously loaded online.

Log Out
Click the Log Out button to return to the Login screen.
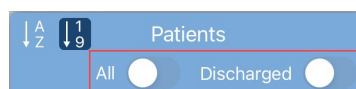
Patients

The Patients section displays a list of either the patients that you are assigned to or all patients at the Location, depending on how you filter and sort the list. When selecting a patient, patient forms are displayed with both current and past diagnoses. From here, you can also **add a new patient** to a Program.

Filter the Patient List

The Patient List can be filtered to only display the patients that you are assigned to or all patients at the location. By default, you will only see the patients at the Location that you are assigned to. The filtering options are:

- **All**: Tap the **All** toggle to display all patients at the Location. If selecting the All toggle does not display all patients at the Location, contact Support as the Setup Variable MOBILESHOWALL will need to be set to true.
- **Discharged**: Tap the **Discharged** toggle to display discharged patients who were previously assigned to the Location. If you select a discharged patient, the **Readmit screen** is displayed for you to readmit the patient.

Patients
All ⬤   Discharged ⬤

Sort the Patient List

By default, patients are sorted by their follow-up appointment with the patients needing a follow-up soonest at the top of the list. To sort the patients in a different order, select one of the options below.

- Tap the "**A Z**" button to sort the patients by their last name in ascending or descending order.
- Tap the "**1 9**" button to sort the patients by how soon they were scheduled for a follow-up appointment in either ascending or descending order.

Completed Forms

The Completed Forms area displays the type of Form and the number of the Forms that have been sealed that day across all Locations. This area is for informational purposes only and is not interactive.

Completed Forms
Mobile Intake: 1

Incomplete Forms

The Incomplete Forms area displays all Forms that have been started in the application and saved but have not yet been sealed at the current Location. The patient and the name of the Form are listed. After logging in to the iPad application, tap the **Form** to open the Incomplete Form for the patient.

Incomplete Forms
John Kichner – Psychiatric Evaluation
LUCAS DOUGHARTY – Psychiatric Ev...