

HOME HEALTH MOBILE iOS MANUAL October 2020



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axxess.com



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Common Icons & Buttons

SC -	Axxess AgencyCore app	•	Patient Address	•	Download Visit
	Menu	•	Visit Start Location	4	Upload Visit
ľ	Compose new message	•	Visit End Location	0	Synced Visit
\mathcal{O}_+	Add attachment	•	Oasis Questions Insights	8	Pending Download
Delete	Delete message	С	Refresh	9	Pending Upload
∰	Task List Calendar View	New Task	Create New Task	Visit History	All Past Patient Visits
0	Take A Picture For Chart				

DOWNLOADING APP

Go to the Apple App Store.



Tap on the search feature at the bottom right of the page.







all ories at LTE	11:37 AM	84%
Search	i.	
Q. App Store		
Trending		
the cw		
free games	for adults	
google new	8	
snapfish		
ditty.it		
reflexis ess		
vine 2		
He f	Auto Unit	Q

Search for "Axxess AgencyCore." The app is red and says "AgencyCore" at the bottom of the Axxess logo (heart & key). Tap the **GET** button. Then there will be a pop-up from the bottom of the screen (if logged into Apple account) with an **Install** button. Then the download process will begin.

ut cricket LTE	11:39 AM		84%
A axxess ag	encycore	0	Cancel
Axxe	ss AgencyCore	2	GET
Channes			
-	2 2 4		1
	* * *		-
Axxess CAPD Lifest +++	ess Card App		GET
AND THE REAL PROPERTY		0	
			-
and the second second	Constant of the local division of the local	-	-



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NOTE: If app is accidentally removed, go back to the App Store, search for AgencyCore and tap on the Axxess AgencyCore app, there will be a cloud icon to tap and re-download the app.



The app will now be located with the rest of the user's apps. Always make sure to update the App for the latest version in the App Store.



Tap on the AgencyCore app to open and the following pop-up will display.



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Tap **Allow While Using App** so that Axxess can have access to the user's location while using the app. Allowing this feature is critical for the app to be able to pinpoint the user's location accurately for Electronic Visit Verification (EVV), which will be covered later.



Tap **Allow** so that Axxess can send notifications including alerts, sounds and icon badges depending on how the app notifications are configured in the device's settings.



The following is the login screen. Enter the email that was provided to the organization and the established password while logging into the web version of the Home Health app. If the password was forgotten, then tap the **Need Help?** hyperlink. Then tap on the **Forgot Password?** button which will send the password reset instructions to the email provided. The version number of the app will be listed at the bottom. Enter the Email Address and Password, then tap on **Secure Login**.







If the user has access to more than one organization, they will have to choose an organization.



Tap on the red **OK** button.







Users are required to create a 4-digit passcode.



Once a 4-digit passcode has been entered, confirm the passcode by entering it one more time. Any time users leave the app and come back, or the app times out due to inactivity, the passcode must be reentered.

NOTE: After five incorrect attempts, the user will be prompted to log back into the app and create the passcode.





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HOME PAGE

Here is the Axxess Home Health home page. The menu button is on the top left of the screen. The bottom three tabs are **My Messages**, **My Schedule** and **My Patients**. The main part of the screen is any announcements that Axxess might be promoting. To see those announcements, tap on the **GET STARTED TODAY** button.



The following message will show indicating the user is leaving the app and going to the Axxess website. Tap **OK** to continue.

	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	ок	
conti	inue to www.Axxess.com	n

The following is the internet page (device automatically opens Safari browser app) to find out more information about any Axxess promotions or products. Tap the word **Axxess** in the very top left (by the device signal strength icon) to go back to the AgencyCore app.







Clinicians can access and present an Electronic ID Badge to facilities and authorities to verify authorized entry into locations where patients are located. To access the ID badge, tap on the **Electronic ID Badge** button at the bottom of the home screen. Tap **Done** to get back to the home screen.







MY MESSAGES

Tap on the **My Messages** button. This is the HIPPA-Compliant, intraorganization messaging feature.

	8 AXXESS	
+12%	Zimm	+5%
Personal Parsons	+33%	Notice Cett
	Get Point Packer	
	- DET STANTED TRANS	1
	My Messages	2
	My Schedule	
	My Patients	

Here in My Messages, create new messages or see any messages that have been Sent, Received or Deleted. The messages default to the Inbox tab (red text). Any new messages will have a blue dot to the left. The sender of the message will be in **bold** text with the subject of the message underneath. A preview of the message is underneath the message subject. The date the message was received will be on the right (red text). The last time/date the message queue was updated will show at the bottom (white text). Swipe down on the message center to refresh.







Tap on a message to view. Select the icon in the bottom left of the screen to remove. Compose a new message from here or tap on **My Messages** to go back.

ME 200919	n 🕈	U12 AM	0 20%
< My Mi	issages:	Message	
Form	houses	L.	
Te	Astrey	Parmar Office Staft	Aditya Prakash BN.,
Subject	AmeseCA 04/08/20	RE Daily Summary 20 Dis 20113	
8	AXXE	SSCARE	ŝ
	YOR THE	LATEST NOME HEADING	NOLOW JE
Ax	xessC	ARE Daily S	ummary
377		4/5/2020	
	6	76	
	C)(•
	Not St	seted Per	ding
		Acce	ptance
	0	1C	
	1=	C	
圇			17
			-

Back at My Messages, tap on the Search Inbox Messages section to find a specific message searching by keyword.

		My Messages					an)
bille	0	fee l				9	
Q Boun	ch inte	x Me	usage	es	_		Conce
Đàm	1	1000	T	Bibb)o	et		
Q W	E	R	TY	r L	1	1) P
Q W	E S D	R	G	r u H	ſ	I C) P
Q W A S	E S D Z X	R F C	G	r l H B	N L	K M) P L





Tap on the **Edit** button in the top right, then select any message from the list. The selected messages will be highlighted gray. Select all messages to be removed, then tap the **Delete** button at the bottom. The number in parentheses is how many messages are selected.



Compose New Message:

Select the select the bottom right to compose a new message. These messages can only be sent to other users inside of the organization's Home Health database. Tap inside the **To** area and start typing the name of the user who will receive the message. A list will drop down below and become more limited while typing. If the message is patient-specific, tap inside the **Patient** area, and begin typing their name. Enter a **Subject**. The "Sent from Axxess AgencyCore Mobile App" footer text is auto-generated but can be removed.







Tap on the attachment $\overset{@}{=}$ icon to add any documents or pictures from the device. Take a photo from the app or Choose from Photo Library.

Attachment
Attachment
Take a photo
Choose from Photo Library
Cancel

MY SCHEDULE

From the Home page, tap on My Schedule.

=	Home	
	8 AXXESS	
†12%	CAXXESS HILL AND DEPOSIT	+5%
Increase Plevenue	+33%	Feetice Cert
	Get Publication	81
_	My Messages	29
	My Schedule	
	Ma Dations	

My Schedule is split into 3 tabs: **Past Due**, **Upcoming** and **Completed**. The number(s) in parentheses represent the number of visits in each tab.







The icon in the top right will update the page to reflect the most up to date schedule. To look for a specific task, start typing in the Search "Past Due" Tasks text space (magnifying glass) to narrow the choices. This search is performed the same way for the "Upcoming" and "Completed" tabs.

Tasks will be listed with the patient's name in **bold** text. The name of the task will be below the name. The status of the task will be below the task. The date of the

task is listed to the right. Tap the is icon in the bottom left to look at the tasks in a calendar icon versus a list. The last time the My Schedule page was

refreshed will show next to the calendar icon (white text). The **new rest** icon will allow users to add a task from the app (permissions based).



The following is the Monthly View of the tasks. Any day with a task will have a dot at the bottom of the day. Tap on the **List** button to go back to the list view of tasks. Tap on either the left or right arrow to toggle between months. Tapping on a task listed below the calendar will go to the task menu.

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2011 Lis	,	Mo	E 20 AM	lew	Sho	NON NON
4 83	Ner	Ap	ril 20	20	Mi	A list
39 N	30	HE.	1	2	3	4
5	6	?	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	7
PHI HH/ Not NEV OVe	LLIPS, I A Care P Vol Starto WTON, I SIS-D1 I Vat Blarto	LINCOLN Itan ISEATH Itant of C	are		04	07-000X
NEN IBAJI Mot	NTON, Ned North	IEATH a Visit f			84	06203
2154 1948 Not	SUE, PP led Nurs Yet Starte	e Vielt			24	05/2008
215: PT 0	SUE, PP Assessm	USH ent/Eval Ahad We	noiteu		34	07/2023
215	SUE, PP	USH			04	14/2021

The following is creating a new task from the My Schedule page (permission based).

distant of	106 PM	0.00%
Cancel	Add New Task	
Patient		
(Required)		
Episode		
Wattheast		
Date (Requir	ed)	
Task		
(Required)		
User		
IRequired		
	Add	Ĩ.
	2012	

Choose a Patient, the corresponding Episode, choose the Date, Task and User then tap the **Add** button.





triden DE	1 GB PM	eats 🗆
Cancel	Add New Task	
Patient		
(Required)		
Episode		
Date (Require	ed)	
Task (Required)		
User (Required)		
	1014	
	Adu	

Visit Information

To start a visit, tap on the task to be taken to the screen below. View all

previously completed visits by tapping on the Visit History icon. If the note is already in progress, tap the Visit Note button. View all previously established orders by tapping on the Orders and Care Plans button. The patient's Service Location (Q Code) can be updated by tapping the drop-down menu. There is also space at the bottom for Personal Notes, Visit and Episode Comments.

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OMINU HUDA	- Mar	
.	(+)	
Patient Chart	Visit Note	Girdene and Gare Plans
61	art Visit Verificati	ahi
Revice Location (C.C.	sting	
Patient's Home/R	esidence (Q5001)	×
Comments		
Personal Ventee		
No beache Carrenat	5a.	
Mad Comments		
No Specific Commen	11.	
Estante Comments		
and the second se		





Electronic Visit Verification (EVV)

From the Visit page, tap on the **Start Visit Verification** to get started. If the user is not in range of the patient location, they will receive a "Location not close to patient address" error.

4:13-5		al 😤 📭
€ Back	Visit - 04/07/2020	Update
A PHILLIP Skilled N	S, LINCOLN Iumer Vibit	2
2		
Patant Char	t Visit Note	Orthes and
	and the second sec	
	Star Max Hardcollen	
Served Lanama (KI Ceden	
Padent's Hon	IX Coden Nex Residence (G6001)	÷
Patient's Hon Comments	IV Coder) nerResidence (C5001)	Ŷ
Padent's Hon Comments Research lister	N Dolwn Neffielder(e (05001)	Ŷ
Patient's Hor Comments Personal Males	NI Collegi ne Residence (05001)	×
Patient's Hon Comments Record Hole the Specific De-	az Costeri norMeskderiçe (Q5001)	~
Patients Hon Patients Hon Comments Research Hole No Samuella Dar-	NI Content NorThesidence (C6001)	
Padent's Hon Comments Reserved Holes No Samuellis Dari No Samuellis Dari	II Colen	

The screen will confirm the time and date of Visit Started. If EVV was accidentally/incorrectly started, tap on the **Cancel Visit Verification** button.



The same green button will be the place to tap to **End Visit Verification**. Another window will appear that will show the Visit Time/Date in and out with three colored pins on a Google map. Tap on the blue **Verify Visit** button.



Patient Address

Visit Started Location





Visit Ended Location

Venter	Training Training
Patient Name: Phil Method Reserve M. Date of Birth: 00/00 Start of Cere Date:	lps, Lissain enken 1111111 1995 19/08/2018
Viuit Type:	Stallad Harne Viel
Visit Data:	84/07/2020
Verified Time Inc	04/07/0006 04-15 PM
Verified Time Out	84/01/2008 D4:07 PM
Paramet Address: 1917 Eacled Ave, Dellan, T Wat Started Location	x 71336.
Pasers Address: Tes7 Euclid Ave. DALLAR, T Wai Station Locatce Vest Ended Locatce	х тазы.
Parent Access: 1977 Build Ave. Del LAR. T Vell Stanted Location	

The following is the page where the patient enters their signature. The time in and out will be listed. If the patient is not able to sign the device, tap the **Patient Unable To Sign** button. The user must select a reason: Physical Impairment, Mental Impairment or Other. The user must Get Care Signature and verify the visit. The patient enters their signature with their finger or with a stylus. To redo, tap the **Clear Signature** button. Once completed, tap **Verify Visit**.

2 PM.	an stando nom ovou / 2020 ov 13 PM on	d
Patient Unable To Sign		
	Patient Unable To Sign	Patient Unable To Sign

After tapping, the following confirmation displays to Verify Visit. Tap Yes.



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Users will then be taken to the previous Visit Verification screen but with the signature now included. Tap **Close** to go back to the Visit screen. There will be a **Visit Verified** green button.

Visit Veri	fication Close
Patient Name: Phillips, Modeat Recent Number Date of Betty (0005/16) Blart of Care Date: 100	Lincoln ei: 1111111 55 56/2019
Visit Type	Skillert Nume Visi
Visit Dute:	04/07/2008
Vertied Taxe In	84/01/3520 04.13 PM
Vertiled Time Out:	04/07/9000 04:32 PM
Patient Address 1917 Easter Ave, OALLAG, TX 75 Veit Started Location	206
N	111110 Dames

The following icons show how EVV statuses are represented:



The following is how the EVV will display in Home Health:





	[Change Photo] Insurance KENTUCH [Edit] [More] [Directions] [Adn Schedule Activity	Name / ID: ADMINA:	STAR BLUE CROSS OF	N	lissed/Returned	Con Orde Plar Epis Vital Tria	nmunication N ers And Care n of Care Sum sode Summar Signs Charts ge Classificat
s	how Nursing 🗹 Date Thi	s Episode	03/01/2020 - 04/2	29/2	020		
A	Task	Scheduled Date 👻	Assigned To		Status		
	HHA Care Plan	04/07/2020	Cj Pierson RN		Not Yet Started		
	Skilled Nurse Visit	04/07/2020	Lindsey Phillips RN		Not Yet Started		۵

If there is no network connection and users cannot use EVV, then download the visits and edit them offline. Users can use EVV for patient's signature with no connection, but the location cannot be accessed. Edited/filled out tasks offline will sync once the internet/data connection is established/reconnected. The following are the icons used to indicate the status of visits to and from the device:



NOTE: EVV time in and out will not automatically pull to visit notes. Time In and Time Out must be documented inside the visit note.

Documenting A Visit

Tapping on the Visit Note (briefcase with white cross) will go to the visit menu to begin documenting. Tap the **Save & Exit** option in the top right of this menu if the visit must be stopped. Previous notes completed will be listed at the top. The following examples are looking at the OASIS-D1 Start of Care that has no previously completed visits. Tap on each category and complete all questions in every category.

NOTE: OASIS visits cannot be signed as complete from a device, they must be signed as complete from Home Health web application.





Congress 🕈 🖼 OASt Far Newto	9:48 AM S-D1 Start of Care m, Health on Apr 5, 2	50% = (30) 5ave & Exit
Demographics		
Patient History &	Diagnoses	
Risk Assessment		
Prognosis		
Supportive Assist	ance	
Sensory Status		
Pain Status		
integumentary St	atus	
Respiratory Statu	s	
Cardiac Status		
Elimination Status	2	

Each category is split up into subcategories. The following is a look into the Demographics category with the first subcategory, also called Demographics. Tap the < and > symbols to go between categories. The subcategory is expanded because the arrow to the right of the title is facing down.

Dem	KS1 AM lographics	0 39% C
For Newton, F	teith on Apr 5, 20	20 0000
Demographics		
100.0	and a state	
atlent Information - REI	AD ONLY	
M0040 - Patient Name	- READ ONLY	
First Name - READ I	ONLY	
Heath		
MI - READ ONLY		
Alter Value		
Last Name - READ (DIVLY	
Newton		
Suffix - READ ONLY		
Epter Value		
M0066 - Eirth Oute: -	READ ONLY	
09/13/1930		
Providence		Collecto Al

Information that was entered during the referral/admission process in the Home Health web app is automatically generated in the Demographics subcategory.

Tapping the **?** icon will give more insight into the OASIS assessment question. Tap **Close** to return to the assessment.





NOTE: Edits to grayed out OASIS questions must be made in Home Health web application.



Depending on how specific OASIS questions are answered, the system will give a suggested Care Plan Orders/Problem Statement(s) at the bottom of the category. Check the box(es) if applicable.

	Rick Assessmer	M	
For N	water, Heath In Act	5.2020	one
Permitter	nak für innection	(All second second	1
Infectious	Disease Profile	and	1
COVID-19	Screening		
Hospitaliza	Ition Risk Asses	ssment Tools	16
and emerg	ency Prepared	06.92	
Risk for Hu	noitalization		g
Height/We	ight		13
Orders for	Discipline and	Treatment	i.
Nect problem a	tationient.		
High risk pot	ential for hospitali	zation	
Need for imm	nunization plan of	care orders	
High risk pot	ential for infection	ě.	
Training an	id Education Re	eources	33
Complete		* Collapse	-

When completing documentation, users can select a template from the Templates menu to populate the template's text in the associated text field.







	Skilled Nurse Note for sans, brit on Aug 22, 2020	Save & Exit
Respon Toward	se to Care/Progress Goals	3
Medica	Necessity for Care	3
Visit Na	rrative	
Select 7	implate	
Supple	mental Documents	
Supple	mental Documents Eds Susciy Worksteet	
Supple	mental Documents Edit Saaciy Worksteel	
Supple	mental Documents Edit Saacily Worksheet Antimi Saacanes Mak	

To minimize the subcategories, tap on the **Collapse All** option in the bottom right. To re-open, tap **Expand All**.

Demographics	3
Clinical Records	3
Training and Education Resources	3

To edit Problem Statements, go to the Orders for Discipline and Treatment subcategory (found in multiple categories). Select Intervention(s) and Select Goal(s) by checking the box next to the corresponding interventions and goals. After selecting interventions/goals, the text will populate. Make the interventions





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and goals patient specific. Remove any asterisks (*) with patient-specific information. The section will not allow saving if there are any asterisks remaining.



Training and Education Resources

Real-Time-Validations for Physical Assessment must be set up by an Administrator. Once available, validations occur for each tab in the OASIS. Information is validated regardless of whether the physical assessment or OASIS items are documented first.

For example, when the user indicates that the patient has pain in the Pain Assessment, non-applicable items on M1242 are grayed out in the OASIS. Nonapplicable items include:

- 0 Patient has no pain
- 1 Patient has pain that does not interfere with activity or movement

Clinical Tests

Depending on the assessment being completed, there might be some built in tests. The following is an example of a Nutritional Health Screen test.







The score will be automatically updated as the test continues depending on how questions are answered. The score will show at the bottom of the page. Depending on the test, their score might put the patient in a group. The following example shows that based on the patient's nutritional habits, they are at a Moderate Nutritional Risk.

2degrees 🕈 📼 7:44 J Nutrit For Newton, Heath	M Store Done
10 - Has 3 or more drinks or wine almost every day	rof beet, liquor
10 - Does not always hav to buy foods needed	e enough money
5 - Eats few fruits or vege milk products	etables, or
5 - Eats alone most of the	a tima
5 - Takes 3 or more press medications a day	aribed or OTC
5 - Is not always physical and/or feed cell and has assist	ty able to cook to caregiver to
5 - Frequently has diarmic constipation	•••• (D)
Total	Score
C	25)
Moderate N	utillional Risk
Complete	Collapse Al





Adding Medications During Visit

To add a medication during a visit, select the View Medication Profile button.

2degross 🐳 🖽	7145 AM	8 54% (F
For New	Medications ton, Heath on Apr 9, 2	nao Done
Medications		~
View	Medication Profile	о — <u>В</u>
Medication A	dministration	
Admin Time:		
Enter Value		
Medication Type:		
Enter Medical	ion Type	
Dose		
Enter Dose		
Route		
Enter Route		
Frequency:		
Enter Prequen		
Complete	z	Collapse All

Inside the Medication Profile, tap on Add New Medication.

efficticket DE	1/29 PM	6494
	Medications	Done
No Interactio	ns Found	
A	dd New Medication)
8	Sign Medication	
Active		
No active me	dications found	
Discontinued		
No discontinu	ued medications foun	d





Start typing in the name of the medication, and options will appear below. Tap the correct medication.

124	100 ST			1 20 11				-
< see	dentio	nn S	ears	in By	Nam	0		
9,7	k						0	
TYL	ENOL							
TYL	ENOL							
TYL	ENOL	325	WG C	RAL	CAP	SULL		
TYL	ENOL	325	WG C	RAL	TABL	LET		
TYU	ENOL	500	WG (RAL	TABL	ET		
TYU	ENOL	8 HO	UR					
TYL	ENOL	8 HO	UR					
								Done
q	w	9 1		t j	γL		i c	p
a	s	d	ť	9	h	i	k	1
0	z	х	с	V.	ь	n	m	(3
	100	1.						-

Write in the amount. Select the Physician, Classification and Routes from their corresponding drop-down menus. Tap the appropriate tab for New, Changed or Unchanged medication. Move the slider if it is a Long Standing Medication. Select a Start Date, and if there is an end date, enter this in Date Through. Write in the frequency, then move the slider depending on whether the medication needs to be added as new through an order or a current one found in the home. Once completed, tap the **Done** button unless there are additional medications to add, then tap **Add Another**.

Elizar III Back	Classification	1
тисној.		
Appropriet		
Physician		×
DataHistor		. 9
Rootes		~
Nille	Charget	_ unitarijei
.ong Standing (Medication	0
Start Date:	10 - 4	Mutarivin
Date Through:	(m) H	MEGATION
Transfer a		
Create an order		0
New medication	i found in the	hann. 🦝





When adding more than one medication, the system will automatically run them for potential interactions. If the system finds any interactions, they will be listed as a Warning highlighted in yellow at the top of the page. Tap the Warning.

all cricion che	113.5 PM	63N 💭
	Medications	Done
Warning These drugs may a Please check the s	nteract and cause adverse e bug-to-drug in interaction is	iffecta, igorit.
A	dd New Medication	e j
	Sign Medication	
Active		
TYLENOL https://taily.fo/	-PO by maatti	
COUMADIN Sing - Daty by 1 -	PG fly mouth	
Discontinued		
No discontinu	ed medications foun	d

NOTE: Interactions are only run for medications currently listed in the Home Health database.

The Interactions will be categorized as either Major or Moderate & Minor. Tap Medications in the top left to get back to the Medication Profile.

Major		
Address	n il Mirar	
Drug 1:	Warfarin	
Drug 2:	Acetaminophen	

Once a medication has been entered, it can be edited by tapping on the name of the medication. Scroll to the bottom of the page to Delete (added in error) or



Discontinue (patient no longer taking medication). After tapping **Discontinue Medication**, confirm by tapping **Discontinue** again.

uatoriolet Ltt. 133.PM 63%.■) ≮Medications Classification
anaturatity.
1-PO By mouth
(int) theget stringet
Long Standing Medication
Starl Are you sure you went to discontinue this medication?
Cancel Discontinue
Create an order
New medication found in the frame.
Done
Discontinue Medication
Dillete Medication

The medication will then be listed in the Medication Profile under the Discontinued area.

1	Add New Medication)
	Sign Medication	
Active		
COUMADIN Sing - Dwy by	4 T - PC By mouth	2
Discontinu	ed	
TYLENOL 200mg - Daily	0γ 1 - PO By /nouth	5



30



Once finished with the medication reconciliation, tap the **Sign Medication** button to verify medications have been clinically reviewed. Sign with a finger or stylus above the line after the X. When completed, tap **Done** in the top right.



Adding Supplies During Visit

From the Supply Manager/DME category inside the visit note, tap on Launch Supply Manager.

2degrees + 000 8-19 AM Supply Manag For Newton Health o	er/DME Done
Supply Manager	~
Launch Supply	Mariager
Plan of Care: Durable Medical Equipment	
Bedside commode	
Cane	
Elevated toilet seat	
Grab Bars	
Hospital bed	
Nebulizer	
Oxygen	
Tub/Shower bench	
Complete	🗧 Collapse All

To add supplies, tap on the Add Supplies button.





all 2degreise (♥ 8:20 AM	• 7976 (H
<	Supply Manager	
<u>i</u>		
ν.	Add Supplies	
No Suppli	es Found	
	Last Lodate at 04/07/2020 die 20	No.

Start typing the name of the supply and choices will appear below.



Tap on the supply being searched. Enter the Quantity and Date. If there are other supplies to add, tap **Complete & Add Another**. If just one supply is being added, tap **Complete**.



32



release etc.	1:35 PM	671.00
¢	Add Supplies	
Description		
Humidifier, du supplemental treatments or	rable for extensive humidification during IF oxygen delivery	PB
Quantity	from the number	
Date	MANDON TYPE	
ž	Complete	

The supply will then be added to the list. To make an edit to a supply in the list, simply tap on the supply.

-	Add S	upplies	
Humidifie supplement treatment	er, durable for ental humidific ts or oxygen d	extensive ation during II elivery	PPB >
Ocanizy: 1	9405/2920		

In the edit screen the Quantity and Date can be updated. If any updates are made, tap **Save Changes**. If the supply was added in error, tap Delete Order.





af orighet the	DITS AM	80%
<	Edit Supply	
Description		
Humidifier, du supplemental treatments or	rable for extensive humidification during IF oxygen delivery	РВ
Quantity	3	
Date	10/10/2018	
1	Save Changes	
	Delete Order	

Adding Orders

From the visit specifics page, tap Orders and Care Plans.

2degrees + 65	8-22 AM	Undate
	HEATH	(C)
OASIS-D1	Start of Care	Ward History
2	(8)	
Patient Chart	Visit Note	Orders and Care Plans
1	tart Visit Verification	
	Missed Visit	
Service Location (2-4	(tochen)	
Patient's Home/	Residence (Q5001)	~
Comments		
Personal Notes		
No Specific Comme	685s	
Visit Cerminants		
No Specific Comme	rin.	





This shows all current orders listed for the patient within the episode dates listed at the top. To change the episode, tap on the episode and select another. To add a new order, tap **Add Orders**.



Select **Physician**, confirm the **Date**, **Time** and **Effective Date**. Move the slider if the order is for the Next Episode. Indicate who the order is being sent to with an option to add another physician to receive a copy of the order. Write in an Order Summary.

For NEWTON,	HEATH	
04/0	5/2020 - 06/03/2020	
Physician*	Gelina Physician	
Dete*	04/07/2020	
Time*	08:24 AM	
Effective Date*	04/07/2020	
Order is far Next	Episode	0
Send to*	Select Physician	
Copy to	Select Physicaet	- 3
	Sotar Castar Scouts	





Select the type of order: Discipline Frequency, Supply Manager, Medication or Plan of Care Orders. If the order being entered does not fall under any of those four categories, write it in the Other Orders section. Signature Time automatically enters the time the new order is opened. Tap **Save** to come back to the order later. If the order is ready to be sent to the physician for a signature, tap **Complete**. The app will then prompt for the Staff Signature.

NOTE: Any orders entered under the Other type will not flow to the Plan of Care Summary. Orders and medication management are permission based.

all project. QH	\$18 PM	1000
♦ Orders		
Plan of Care Orde	irs	
Discipline Freque	ncy	
Supply Manager		
Changes will fic	w to order descript	tion.
Other Orders		
F		
		12
Weißhohds Please section will van ho may krepact your s	Notes, any occars enter w to the Plan of Care 3 units	ned in main Larrensey and
Signature Time	01:17 PM	0
Signature time to r	included when complete	ing dith under
1	Save	
40		

After entering the signature and tapping **Done** in the top right. Depending on permissions order will then be listed as "Submitted (Pending QA Review)."

Patient Voice Recording

Users can collect a patient voice recording after selecting **Patient Unable to Sign**. When a patient is unable to provide a signature to verify services, tap **Patient Unable to Sign** and select the reason that a patient signature cannot be obtained. After specifying a reason, select **Collect Patient Voice Recording** to capture the patient's audio voice recording.

Patient Unable to Sign Reason:	Physical Impairment	
	Collect Patient Voice Recording	
	Collect Caretaker Signature	





Select **Start Recording** and instruct the patient to state his or her name and the date of service.



Select **Stop Recording** to end the recording once the patient has stated his or her name and the date of service. The recording will stop automatically if not ended before 30 seconds.



Tap **Play** to play the recording. Select **Replace** to re-record or **Submit** to submit the recording. Once submitted, the **Patient Voice Recording** button updates to green to indicate that the recording was saved, and the user can continue completing the visit.







The Patient Voice Recording label will appear on the visit, instead of the patient signature, to indicate that a voice recording was collected to verify the visit.



Once the visit is complete, the patient voice recording is saved and stored on the Electronic Visit Verification (EVV) Log screen. Users can play and download patient recordings from this screen for auditing purposes. To access the Electronic Visit Verification (EVV) Log screen, navigate to the Schedule Center or Patient Charts, and select the green house associated with the visit.

Patient Signature	
► 0:00 / 0:04	- •
Download Audio	

Missed Visits

There is an option on the visit menu to tap **Missed Visit** for visits that have passed their assigned date and need to be marked as missed. These are found in My Schedule/Past Due.

al Stephen wit Citaria	EB 834 AM	Undate
	I, HEATH	Vacination
Ballant Chart	(E) Viet Note	Dimen and
	Start Mait Vollication	Cars Plans
	Missed Visit	
Rendue Location of	O Codesi	
Patient's Hom	e/Residence (Q5001)	. v
Comments		
Personal Notice No. Operativo Goine	write.	
Visit Corgenants		
THE SOUCH CONTR		

Indicate whether there must be an Order Generated or whether the Physician Office [was] Notified. Select a Reason to explain why the visit was missed (required). Users have the option to enter Additional Comments. Tap Staff





Signature to sign off on missed visit, tap **Save Signature**. Select Signature Date. Tap **Save** in the top right.

Cancel Missec	AM USIT
NEWTON, HEATH DASIS-DT Start of Care	04/05/2020 Not Yet Started
Order Generated	No Yes
Physician Office Notified	No Yes
Reason Please select a reason. ()	Required)
dilitional Commente lo Sportfle Commenta	
Staff Sig	naturo
Signature Date:	

MY PATIENTS

View all patients that have been assigned a visit to the user. It will list the patient name in **bold**, the patient's address will appear below, and the date of birth (DOB) will appear to the right. To narrow the list of patients, start typing the patient's first or last name in the Search bar at the top of the screen. Tap on the patient to open their Patient Chart.



All information shown has been entered through the Home Health application. It shows the patient's DOB, MRN #, Gender, Payor and Policy/ID #. Tap on **Call** to auto-dial the patient's phone number. Tap on **Map** to see the patient's location in Apple Maps (or Google Maps if downloaded). The chart will also show the patient's Allergies, Primary Diagnoses and links to their Orders, Medications, Caregivers, Physician, Pharmacy, Emergency, Communications, Visit History



and Immunizations. A picture can be taken that attaches to the patient's chart by tapping the oright.

ant cristet 👁	THEFT	# 705 MICA
<	Patient Charts	•
	Smith, Ryan H	
Medica	re(Paimetta GBA) - 987	664123A
A NO	Call	Map.
NKA (Food/D	russ/Lateo/Environment	
Presery Dispite N/A		
	$\mathbf{\rho}$	123
Orders	Medications	Carepivers
	w.	6+
Physician	Phormacy	Energency
	(2n	13
Communications	Visit History	innuticidam

Tapping on the **Info** button will bring a more in-depth look at the chart including the patient's Phone Number, Address, SOC date, Episode, Triage Level, DNR, etc. View the current eligibility status for Medicare A, B and C by tapping the **Verify Eligibility** button. To edit the information, tap the **Edit** button.

All choken 🗣 C Patient Charts	Patient Info	Edit.
Smith, Ryan H	•	
	Venty Eligibility	
Demographics		
Date of Birth 09/13/1930		
Carther Male		
Mctalle Phrane 215-555-5565		
Atlanute Phone N/A		
America 16000 Datas Per	ey, DALLAS, TX 752	48
Biat of Care 11/08/2018		
Current Enjanda		





MENU BUTTON

Tap on the Menu button from the Home page.

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	AXXEBS	
+12%	Carrens	+5%
transis fierene	+33%	Packara Cert
	Giel Pries Tautor Et stanten tudar	1
	My Messages	
	My Schedule	
	My Patients	

The Menu will expand from the left side of the screen. For documenting in an area that doesn't have cell service, there is a button at the top of the menu to **Download Visits**. This will download all notes for the next three days. Tap "Go Online" to upload completed notes.







NOTE: The EVV function will still work with the app offline. However, GPS locations will not be as accurate while the user is offline.

The first item on the list is **Home**. This will collapse the Menu bar and go back to the previous Home screen. Tapping outside the Menu bar will also collapse it.



Tap **My Account** to view/edit personal clinician information.



The user's settings can be updated. Change the Password or PIN. Update the Number of Messages that show. Update how long Past Visits and how far out Upcoming Visits will show. Indicate whether the device is shared by moving the slider. For settings to go back to the original, tap **Restore Default Settings**.





	My Account	
Name	Pierson, CJ IIN	
Agency	Testing Home Health Agen	cy, Inc
Address	5410 North Lakewood Ave Paul, MN 55104	Suite 701, St.
Phone	2145752222	
App Version	3.3.2	
	Change Password	
Display Num 30 Pecent M	ber of Messages essages	
Display Num 30 Recent M Show Past V 2 Weeks Age	ber of Messages essages Isits From	
Display Num 30 Recent M Show Past V 2 Weeks Age Show Upcor Next Week	ber of Messages resages laits From ning Vielts Through	
Display Num 30 Recent M Show Past V 2 Weeks Age Show Upcon Next Week	ber of Messages essages lafts From ning Vielts Through Churnge PIN	>

My Messages, **My Schedule** and **My Patients** will go to the previous sections that were covered above. **Logout** will leave the app, and the user must then log in again to get access the app. Tap **Help/Support** for assistance.



HELP/SUPPORT

This is the Customer Support page. Our customer support team is available Monday - Friday from 7:00 am - 7:00 pm CT. Tap **Call Us** to auto-dial the Axxess support phone number. The bottom has links to Axxess social media.





=	Custom	er Support	
	Need	i Help?	
9	Contact our cus Monday to 7:00 am to 7:00	fomer support te hrough Friday 0 pm (Central Tirr	am w
	Call Us	Email	U6 (
	FAQ	What's f	lew?
	ICD-1	0 Lookup	Ì
	Geopup with the la Read	dest in healthcare m our biog.	945
	9 🔘	8	D
		\$4.0	

Frequently Asked Questions (**FAQ**) are available from the Customer Support page. There is a list of common questions that we get from customers with answers available by tapping each question.

al Idogram & Gill	9105 AM	0 01% (M
	FAQ	Close
General		^
Which devices are the mobile app?	compatible or ab	le to support
Is the Axxess Mobi	e App secure?	
How do I download Phone, iPad?	the Axxess Mob	ile App to my
How do I access th Mobile App?	e software with A	\xxess
Is the Axxess Mobi	le App free?	
What type of service mobile app?	ce do i need to ru	n the
Do I need to have a Mobile App?	in account to dow	whicad the
Can I download the	app on multiple	devices?
l have multiple acc Mobile App?	ounts. Can I see a	all of them in the
How accurate is the Mobile App?	e information tha	t I see in the
What does the Axx	ess Mobile App o	iffer?
analari in		





Another option from the Customer Support page is **What's New?**. New features are presented on each page swiping from right to left. To go back, tap on **Skip** in the bottom right.



Another option from the Customer Support page is the **ICD-10 Lookup**. Search by Category, Code or Diagnoses. Type in the Code or Diagnosis and tap the **Search** button.

ICD-10 Look Up	Close
Search By Category	
Search By Code	
A00.000;801.etc	
Search By Diagnosis	
Produced Datama, etc.,	
Search	





SCREENINGS

Employee

All mobile app users can complete a COVID-19 screening for themselves from a mobile device. To complete an employee COVID-19 screening, select the menu button in the top left, and select **My COVID-19 Screening(s)**.



Select Accept for the consent.



Select the Add COVID-19 Screening button to add an employee screening.







Complete the screening questions and assign a risk level based on the organization's policy. Select **Save & Exit** to save the screening. Once completed, the screening information flows to the employee's Infectious Disease Profile.

< mechous Disease	Screening CDC Resources
COVID-19 Screenie	na je
Complete the following our and weland a mak level for the louishfold members based and procedures.	eening questions he patient and/or d on opency policies
Person Screened	
Agency Staff	
Refuted Screening	
1. Have you traveled into the last 14 days to a cru- community transmission	mationally within may with sustained
Guestian must be answered	when constants.
Yes	No
2. Do you have signs of COVID-19, such as feren shortsells of breath, diff fatigue, muscle of body new loss of taste or sne congestion, nonly note, Questian mult be provered	iverations of , chills, cough, icity breathing, actes, headsche, d, sure throat, names, vomting or when sampleto.

Patient

All mobile app users can complete COVID-19 screenings for patients from a mobile device. To complete a patient COVID-19 screening, select a patient visit, and select **COVID-19 Screening** at the bottom of the screen.

Verified Time Is N/A	Verified Time Dut 50%
Oner Address 16303 Datas P	wy. Osłan, Tie 75248
	• 014
Server I	•
	Dread to O
0.04	Q Stewart 7





Complete the screening questions and assign a risk level based on the organization's policy. Select **Save and Exit** to save the screening. Once completed, the screening information flows to the patient's Infectious Disease Profile.

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regaleite Hur el burnetd or	following screens agency policies	ng quantum and valect a m and procedures.
1. Have yo 14 days to Barrentia	na travelled internal in cruatity with so savit	tionally within the last scianed community
	Ves	No
7. Do you indection,	have signs or spre- such as a fever, co	options of a Anaparetory augh or some Vensel1
7. Do you indection, i	have alges or spe path as a fave, or Yes	options of a respiratory applications thereal? No
7. Do your indection, 3. In the la admission for COVID	have algors or spin path as a fever, co Yes. Ist 14 days, have y diagnosed with G 19, or with a resp	phones of a respiratory raph or size (fermit) No too had contact with 04/02-19, under investigation featury (freest)
7. Do you infection, 5. in the la almoste for COVID	have eigns or spr pack as a fever, or Yes. In 14 days, have and 14 days, have her with a resp Yes.	phones of a sequentiary high or same (head) No esseries fast contact with DVDD-19, under investigation pattery (head) No
7. Do your indection, i 3. In the la winnouse for COVID 4. Do you of COVID	New signal or apre- vers. Yes. Int 14 daps, have, abagnoused with C Us, or with a resp Yes. Yes.	phones of a sequinitary agine main growth No too had context with DVD-T9, ander investigator housy theory No enconcernenty-based sprea

