

Improving Effectiveness through Education

Patientkeeper App – Adding a Visit on iPhone/iPad

ADD PATIENT TO "MY PATIENTS"

- a. Log into Patientkeeper app. Your patient list displays
- b. Tap "+" to search for patient
- c. Type patient's Last Name and First Name. Tap "search"
- d. Patient's name displays
- e. Tap "Current/Last Visit" to add patient to your list
- f. If patient is not found
 - a. <u>Do not</u> manually enter the patient's name and demographics to the app
 - b. Email patientkeeper.utoledo.edu to request the patient to be added

ADD NEW VISIT

- a. Search for the patient (e.g. by name, MRN #, etc)
- b. Tap "New Visit"
- c. Tap "Visit type" and select Nursing Home
- d. Tap "Date" to pick date & time. Select "Facility" and "Unit"
- e. Note: scroll to select date & time below (1), then tap on ">" above (2)
- f. Click Save and Done to return to your Patient list

SUBMIT CHARGES

- a. Touch a patient's name
- b. Tap "Charge Capture"
- c. Tap "Add New Charge" under desired dates
- d. Tap "Add Charges" and then "Add Diagnoses"
- e. Comments: enter comments to the biller at the bottom, if any
- f. **To Save**: touch "Save" at the upper right corner or select the checkbox icon on the bottom left

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Diagnoses

Add Diagnoses