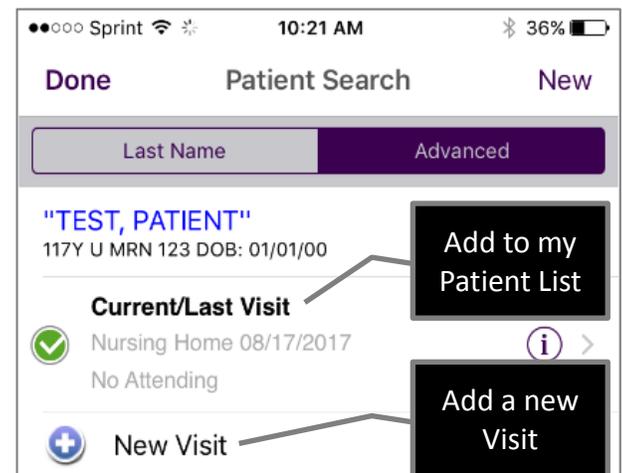
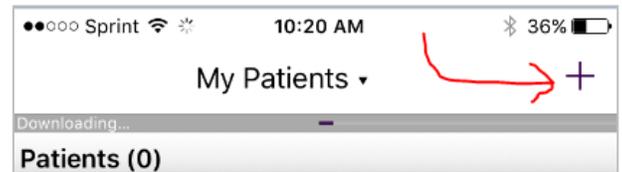


## Patientkeeper App – Adding a Visit on iPhone/iPad

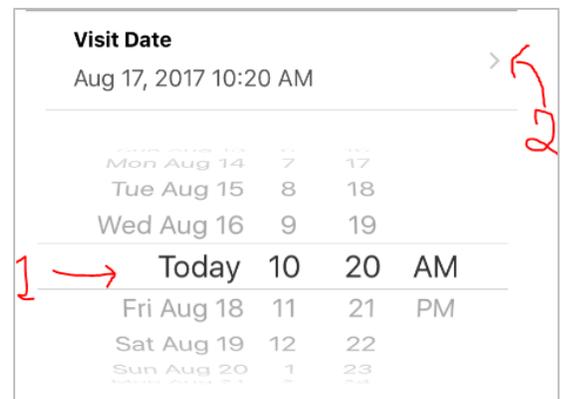
### ADD PATIENT TO “MY PATIENTS”

- Log into Patientkeeper app. Your patient list displays
- Tap “+” to search for patient
- Type patient’s **Last Name** and **First Name**. Tap “search”
- Patient’s name displays
- Tap “**Current/Last Visit**” to add patient to your list
- If patient is not found
  - Do not manually enter the patient’s name and demographics to the app
  - Email [patientkeeper.utoledo.edu](mailto:patientkeeper.utoledo.edu) to request the patient to be added



### ADD NEW VISIT

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



### SUBMIT CHARGES

- Touch a patient’s name
- Tap “Charge Capture”
- Tap “Add New Charge” under desired dates
- Tap “Add Charges” and then “Add Diagnoses”
- Comments: enter comments to the biller at the bottom, if any
- To Save:** touch “Save” at the upper right corner or select the checkbox icon on the bottom left

