

Patientkeeper App – setup iPhone and iPad

Purpose – to enable providers to complete charges electronically on their iPad or iPhone

iPhone/iPad Security Settings

- a. Enable password/Touch ID (Settings→touch ID & Passcode→[log in]→Add a Fingerprint/Change Passcode)
- b. Enable timeout – 5min or less (Settings→Display & Brightness→Auto-lock→5min)
- c. Turn on automatic updates – (Settings→General→Background app refresh)

Note: *if you setup your fingerprint e.g. left & right thumbs, patientkeeper app lets you log in automatically*

Download Patientkeeper App (free)



- d. In App Store, search “patientkeeper” (type as one word)
- e. Tap the 1st app to install
- f. UT Host Name = utoledo.patientkeeper.com
- g. Username = your utad username
- h. Password = your utad password

Using the App

- a. My Patients – displays your census (*Discharged Pts: patients with a line through their room number*)
- b. To add a Patient to your worklist
 - a. Tap “+” on the upper right. Search for patient by last name
 - b. Click the “+” next to “**Current/Last Visit**” then “Done”. Patient is added to your worklist
 - c. Note: If patient is not found when you search, **do not** add the patient! Instead, email Patientkeeper@utoledo.edu to request that the patient be added, otherwise your charges go nowhere
- c. Touch a patient name
- d. Tap “Charge Capture”
- e. Tap “Add New Charge”
- f. Tap “Add Charges” and “Add Diagnoses”
- g. Comments: enter comments to the biller at the bottom, if any
- h. **To Save:** touch “Save” at the upper right corner or select the checkbox icon on the bottom left