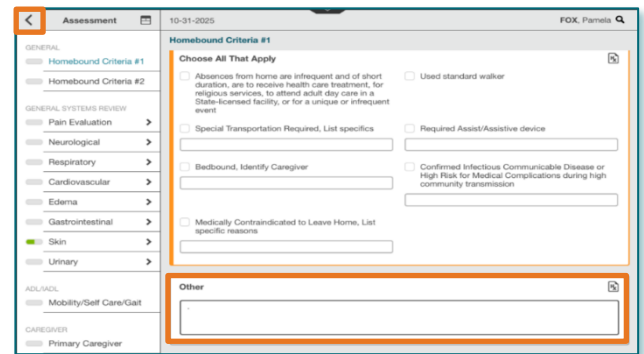


Placing the tablet in Airplane Mode allows the ability to open charts and complete documentation if cell service is not available during visit(s).

IMPORTANT: You must open and save an Assessment before placing iPad in Airplane Mode.

➤ **Adding an Assessment to work in Airplane Mode**

- Open the patient chart from **Today**.
- Tap **Assessment**.
 - Document a period in an **Other** or **Comments** box, this can be edited later.
 - Tap the back arrow in the top left next to **Assessment** to save.



NOTE: As a reminder, HOPE assessments are only available after Start Visit. For a HOPE visit, start the visit to access the assessment template.

➤ **Opening Airplane Mode**

In an area where cell service is not always available, place the tablet in **Airplane Mode** before starting a visit to document offline. Add **Airplane Mode** on the Today screen/Staff Information for future visits.

- Locate and tap **Settings** on the home screen.
- Slide to activate button for **Airplane Mode**.



➤ **When cellular service or WiFi connection is available**

- Inactivate Airplane Mode under Settings.
- Connect assessment to visit.

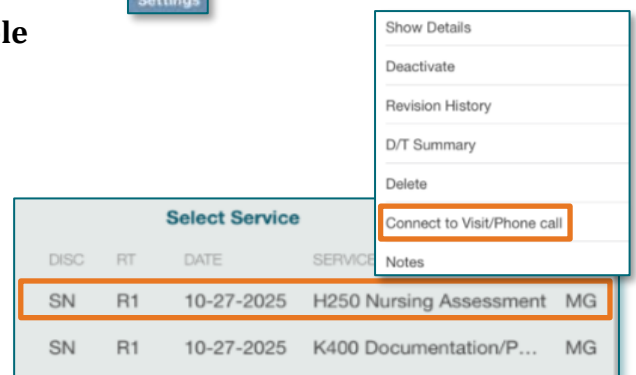
STEP 1: Open the **Assessment**.

STEP 2: Tap the **three dots**.

STEP 3: Choose **Connect to visit/phone call**.

STEP 4: Tap the **visit** from the list.

STEP 5: Tap **Done**.



NOTE: For Hospice HOPE visits only, edit the Start time to reflect when the visit started.