

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

### 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.

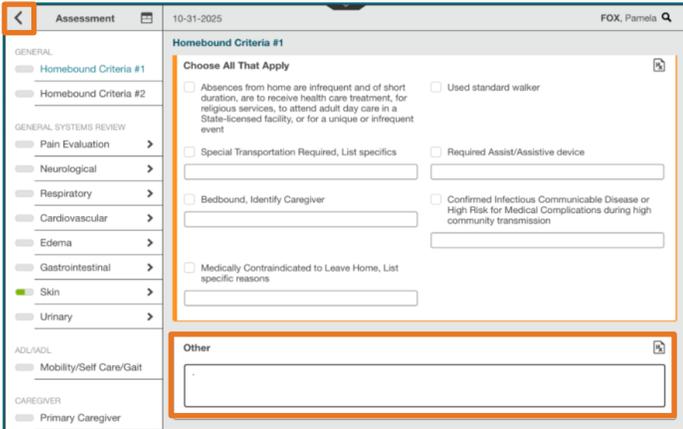
- Locate and tap **Settings** on the home screen.
- Slide to activate button for **Airplane Mode**.



### Documenting

- Before beginning the day, 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 at 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.



### 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.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.