

Documents regarding the patient, such as admission consents and wound care photos, are available for uploading using the OnBase app on the tablet.

OnBase App – Online Mode

➤ Searching Documents

STEP 1: Tap the **OnBase** App on the home screen.

STEP 2: Enter your **network sign on** (the one with your initials in it) and the **temporary password** provided (if this is your first login), then tap **Login**.

STEP 3: Once logged in, tap **Mobile** which is located on the left side under **Document Search**.

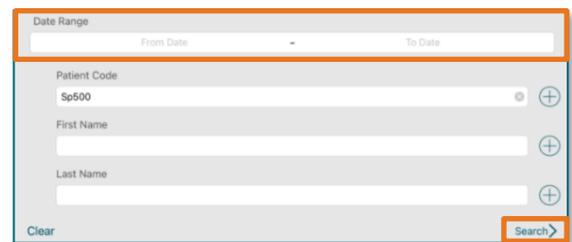
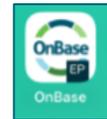
STEP 4: Enter the **full Patient Code (ex: SP500)** or patient's **entire first name** and **last name** Tap **Search** on screen or **Enter** on keyboard.

- To narrow the search, add a **date range**.

STEP 5: Tap a document from the list to view.

- When finished with the document, tap **Done**.

STEP 6: Tap **Back** to search for another patent.



➤ Uploading a document or photo

Each document type needs to be uploaded individually, the most common documents are located at the top and indicated with an asterisk at the beginning of the document.

STEP 1: Tap the **Menu icon** in the top left and tap **Upload**.

STEP 2: Select the type of document being uploaded.

- Use the HH and HO indicators on the documents to select the correct document for the specific Business Unit.
- Type **HO** in the Search box to navigate to the Hospice documents more efficiently.

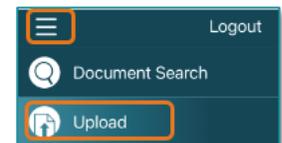
STEP 3: Tap the **+** icon on the right then tap **Camera**.

STEP 4: Choose **Document** or **Photo** then position the camera over the desired area of document.

STEP 5: Tap the **white circle** to take the picture.

STEP 6: Tap **Done**

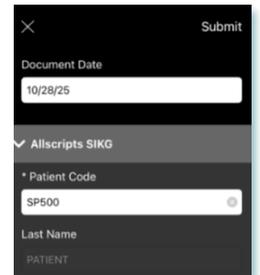
- Review the documents to ensure the picture is of the correct rotation and is not blurry.
- Tap the applicable page to edit the document.
- **Edit:** Crop, Rotate, and adjust the color.



- Crop allows ensuring the whole image is captured.
- **Replace:** Allows you to retake the picture.
- **Delete:** Removes the image.

STEP 6: Tap **Index** at the top right then enter the full **Patient Code** Tap **Enter** on the keyboard.

STEP 7: Review the patient information that populates for accuracy. If the wrong patient information displays and the Patient Code is correct, submit a Help Desk ticket to fix the issue.



STEP 7: Tap **Submit**.

No connectivity/offline mode

➤ **Emailing within Outlook**

STEP 1: Open **Outlook** on the mobile device.

STEP 2: Open a new email.

STEP 3: At the bottom of the email, tap the **camera** icon.

STEP 4: Tap which type, **Document** or **Photo**, then tap the white circle.

STEP 5: Review the image and tap **Done** or **Confirm**.

STEP 6: Tap the checkmark at the lower right to save.

STEP 7: Add **#VNA-MEDICAL RECORDS** in the **To:** field.

- Enter **Please file** in subject line.
- Indicate any specific messaging in the body of the email.

STEP 8: Tap arrow to send.

- As a reminder, entering **NLHSECURE** any place in the email secures the email being sent with patient data.

