

Getting Started

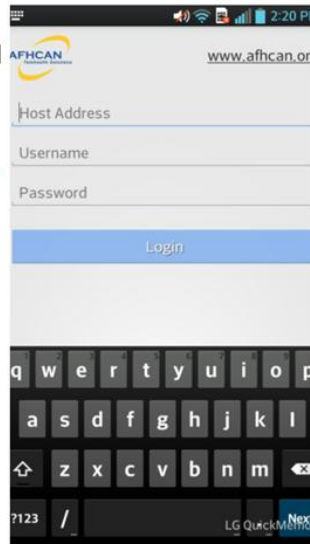
Download the AFHCANmobile Android app from the Google Play Store. Once the app is installed, tap the icon to open it.

*Note: Users will also need an AFHCANweb account and local network Wi-Fi access***

Login Screen

The first time you login, you will be required to:

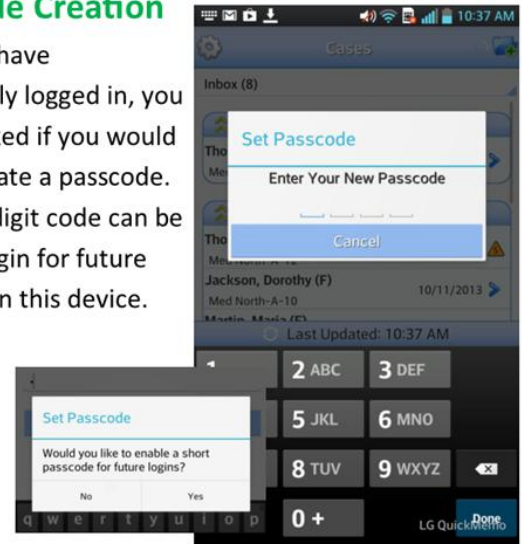
- ⇒ enter your network address *Note: Contact your IT department for the address.*
- ⇒ enter your username and password
- ⇒ *Note: Your username and password is the same as the AFHCANweb/cart software.*



If you do not yet have a complex password, you will be directed to AFHCANweb to create one.

Passcode Creation

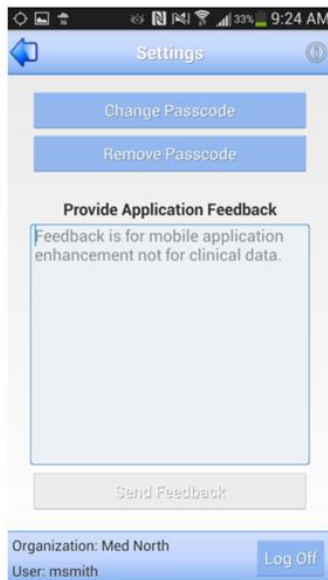
After you have successfully logged in, you will be asked if you would like to create a passcode. This four digit code can be used to login for future sessions on this device.



Settings

Select the gear icon in the upper left corner of the home screen to access the Settings Menu and these options:

- ⇒ Change your passcode
- ⇒ Remove your passcode
- ⇒ Provide application feedback to AFHCAN
- ⇒ LOG OFF



Note: Logging off will clear the application of login data and will require a login with your full username and password the next time you activate AFHCANmobile.

Cases

The Cases Screen is separated into folders. Tap the double arrow to expand or contract any of these folders.

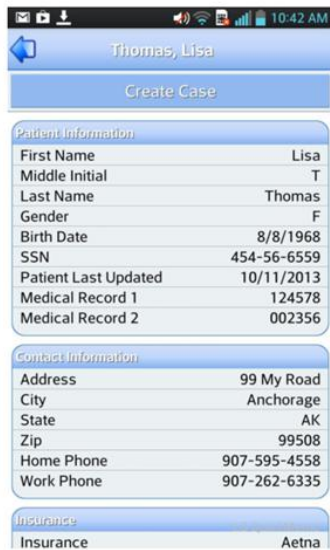
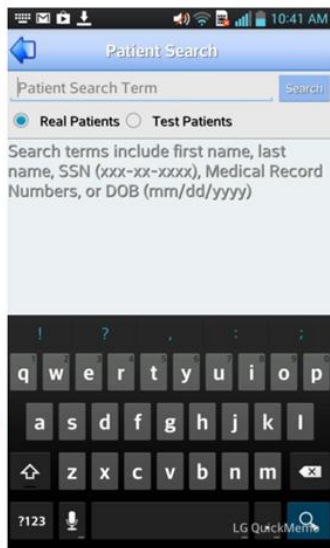
1. **Inbox:** Contains a total of all cases in your groups or folders. *Note: Use down arrow to select and view specific folders.*
2. **Sent to Me:** Lists cases sent directly to you; and are not accessible by other users.
3. **On Hold:** Lists cases that are in progress; and are not accessible by other users.
4. **Groups:** Groups that you belong to will appear as individual folders. *Note: Cases sent to groups must be taken before any other action can be completed.*
5. **Refresh:** Tap the refresh symbol to update all case



**** You may be able to access AFHCAN mobile using your devices mobile data. Contact your I.T. Department for more information**

Create Case & Search

1. When creating a case, press on the folder sign in the upper right corner of the home screen.
2. *Real/Test Patient*: Select either Real or Test.
3. *Search*: Starts automatically after three or more characters are entered. *Note: New patients cannot be created from AFHCANmobile.*
4. A list of patients matching the search criteria will appear. Select the desired patient.
5. Review Patient Demographics to confirm. *Note: Patient Demographics cannot be edited from AFHCANmobile.*
6. Tap Create Case at top of screen.



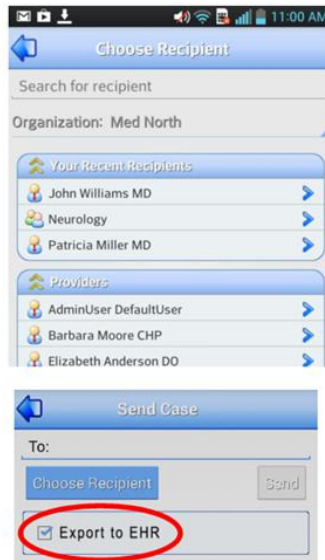
Case Actions

1. *Back Arrow*: To return to the previous screen. *Note: This option exists on various screens.*
2. *Send*: Select the organization, then the user group
3. *Hold*: Cases on hold can't be modified by other users.
4. *Archive*: Place your case in a reference only format.
5. *Patient Information*: Tap patient name for details.
6. *Case Creator*: Who created case. Tap for details.
7. *Case Owner*: Tap arrow to for details.
8. *Add to case* will bring up the following options:
 - A. *Add Comment*: Add a free text comment. *Note: You may use the phone's dictation feature for this.*
 - B. *Add Photo*: You will be prompted to:
 - ⇒ Take a Picture using the mobile device's camera. *Note: The image will not be saved to the phone's camera roll.*
 - OR**
 - ⇒ Choose an existing image from the saved images on your mobile device. *Note: This image will remain on your mobile device.*
 - C. *Add Form*: *Note: Only existing forms that have been added to your Case Options list as a shortcut in AFHCANweb can be added to a mobile case. Visit www.afhcan.org/support.aspx for more information about Managing Case Options.*
9. *View Activity Slider*: Slide ON or OFF to view or hide activity.



Send (& Export to EHR)

1. After selecting Send, select the individual or group you want the case sent to. The arrow expands the recipient's information.
2. Tap on the username or group you want selected.
3. Tap the send button
4. If the patient profile is linked to the ANMC Cerner EHR, you will see the "Export to EHR" option to request a FIN and have a case summary sent to the Cerner record.



Archive

1. When a case requires no further communications, tap the Archive button.
 2. Choose the YES Button to archive, or NO to return to the previous screen.
- Note: you may still view archived cases.*

