OdinOnline App User Guide

Version 22

(Disclaimer: This document serves as Jea Marie Enad's sample work only. Actual names of the people, company, and website are withheld for privacy.)

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Introduction

With OdinOnline App, qualified medical evaluators and agreed medical evaluators from the WellHealth Medical Evaluators group can track their scheduled appointments and access patient records for processing medical evaluations. The patient records that medical evaluators can view in the application are retrieved from ODIN and are limited only to what are shared with them.

The application can be installed on both Android and iOS devices. The application for both operating systems supports dark mode, and the display automatically changes when you turn on the dark mode setting on your device.

For more information about how to access this application, contact your office administrator.

Sign in to the application

You can sign in to the application using your ODIN credentials. If you do not have ODIN credentials yet, contact your office administrator. Otherwise, you cannot sign in, and the "You are not authorized. Please contact the office administrator." message appears on the sign-in screen.

To sign in to the application, follow these steps:

- 1. On the main screen of your device, tap the **OdinOnline** icon.
- 2. When the End User License Agreement window opens, review the agreement, and then tap I AGREE to proceed.

2:53
Software's End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Meditab for the Meditab software product(s) identified above which may include associated software components, media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. This license agreement represents the entite agreement concerning the program between you and Meditab, (referred to as "licenser"), and it supersedes any prior proposal, representation, or understanding between the parties. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.
The SOFTWARE PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold.
1. GRANT OF LICENSE.
The SOFTWARE PRODUCT is licensed as follows:
(a) Installation and Use.
I DISAGREE I AGREE



Note:

The end-user license agreement appears only when a user signs in to the application for the first time or there are changes to the agreement.

3. On the sign-in screen, type your user credentials, and then tap LOGIN.

7:27	.ıl ♥ ■)		
Medical Evaluator	<u></u>	15:34 Wed Mar 17 Medical Evaluators	?? 20% ■
Password	Ø	 Username Password 	٥
		LOGIN	
iPhone Figure 2 The s	sign-in s	iPad	

You can sign in to your account using only one device at a time. If you access your account using an additional device while you are still signed in to another device, you are automatically signed out on the first device.

OdinOnline Setup

After you sign in to the application, you can set up the application based on your preferences.

Set up the Auto Sign-Out feature

You can set up the system to sign you out automatically after specific minutes of inactivity.

To set up the Auto Sign-Out feature, follow these steps:

1. On the My Appointments screen, tap More.



2. On More, tap Auto Logout Time.

3:57		al 🗢 🗈	15:39 W	led Mar 17	🗢 29% 🍋
	More			More	
•	Charles Monal (ser			(Disarilan Manualijian antiraritarihanat sam	
0	App Info	>	0	App Info	>
٥	Auto Logout Time 30 Mil	nutes >		Auto Logout Time	30 Minutes >
€	Sign Out		€	Sign Out	



3. When the list of options appears, select the applicable minutes of inactivity before the system automatically signs you out.

5 Minutes	
15 Minutes	
30 Minutes	

Figure 5 From the list of options, select the applicable minutes to set up the Auto Sign-Out feature.

Note:

By default, the system automatically signs you out after 30 minutes of inactivity. To sign out manually, tap **Sign Out** on **More**.

My Appointments

The My Appointments module opens after you sign in to the application. With My Appointments, you can filter and view the details of your appointments that are scheduled in ODIN. You can also access other modules that you can use for the medical evaluations from the **My Appointment** screen.

4:07 .at 🗢 🗉		
My Appointments	з 29 РМ Тык 23 Миг My Appointments	♥ 4 39% ∎D
ANA - Office 2365 Today C Priday T2 Mar 2021 General Checkup Mar Provider: 12 2021 11:30 AM Re-Evaluation Mar Provider: 12 2021 Room: Examination room 45 2130 PM	Image: Today > Mar 23 2021 Room: Examination room 45 11:30 AM General Checkup Mar 23 Provider: 23 Provider: 23 Provider: 2021 Room: Day care @ hospital	Tunsday 23 Mar 2021
Medical History Mar Provider: 12 2021 Room: Exam room 2 4:15 PM		
My Appointments More	My Appointments Mare	
Figure 6 The My Ap	pointments screen	

Filter the patient appointments

On the **My Appointments** screen, you can filter the appointments based on the clinic where the appointments are made and the date when they are scheduled for.

To filter the patient appointments, follow these steps:

- 1. From the **Office** list on **My Appointments**, select the clinic where the appointments that you want to retrieve are made.
- 2. On the date bar, do any of the following:
- Tap **Today** to view the appointments that are scheduled on the current date.
- Tap the previous date symbol < or next date symbol < to view the appointments that are scheduled on the recent dates in the past or future.
- Tap the date in the right part of the date bar to select a date.



If there are appointments that are scheduled for the selected date, the list of appointments appears in the appointments pane. In the appointments pane, you can view the procedure and its assigned color, name of the patient, date and time of the appointment, assigned provider, and room.



View the appointment details

You can view other important information about an appointment from the **My Appointments** screen.

To view the appointment details, follow these steps:

- 1. In the appointments pane on **My Appointments**, tap the applicable appointment.
- 2. When the list of options appears, tap **Appointment Details**.



Figure 9 When the list of options appears, tap Appointment Details to open the Appointment Details screen.

When you tap **Appointment Details**, the **Appointment Details** screen opens. On this screen, you can view the following details:

- Patient Name. In Patient Name, view the patient's name.
- DOB. In DOB, view the patient's date of birth.
- Contact No. In Contact No, view the patient's phone number.
- Date. In Date, view the date of the appointment.
- Start Time. In Start Time, view the time when the appointment starts.
- **Duration**. In **Duration**, view the duration of the appointment in minutes.
- **Televisit**. In **Televisit**, view whether or not the appointment is through Televisit.

Note:

The Televisit details appear only if the Televisit feature is available for the clinic.

- Office. In Office, view the clinic where the appointment is scheduled.
- **Provider**. In **Provider**, view the name of the assigned provider.
- Room. In Room, view the applicable room.

- **Procedure**. In **Procedure**, view the applicable procedure.
- Note. In Note, view the note that is entered in the patient's records in ODIN.

3:58	.∎ ≎ In		
<	Appointment Details	3-28 PM FH12 Mar Appr	♥ Not Charging ■
Patient Detai	s	Patient Details	
Patient Name	Son, Mary, Processes	Patient Name	
DOB	010270278807	DOB	
		Contact No	
Contact No	0.00.0000.000.0	Appointment Details	
Appointment	Details	Date	03/12/2021
Date	03/12/2021	Start Time	11:30 AM
Start Time	11:30 AM	Duration	30.00
Duration	30.00	Televisit	No
Televisit	No	Office	Office 2365
		Provider	
Office	Office 2365	Room	Examination room 45
Provider	Marradalam, (Enama)	Procedure	General Checkup
Room	Examination room 45	Note	Patient will provide confirmation of the new details to the clinic soon.
Procedure	General Checkup		
Note	Patient will provide confirmation of the new details to the clinic soon.		

iPhone

iPad

Figure 10 The Appointment Details screen

Note:

You cannot edit the details that appear on Appointment Details from the application.

Visit Note

The Visit Note module is also available in OdinOnline App. In this module, you can create a visit note for the appointment that you select. The visit note categories that are available in OdinOnline App are the same as the visit note categories in ODIN.

When the patient is ready for an appointment, you can record his or her visit on the **Visit Note Options** screen.

4:03		al 🗢 🗈				
<	Visit Note Options		3:28 PM Fri 12 Mar Visit N	otes	Visit Note Options	🗢 Not Charging 🔳
Visited: 01/	/13/2021	~	Date: 03/12/2021 Visit Type: Procedure:	Ē	Visited: 03/12/2021	~
ACTIVITIES	S OF DAILY LIVING	88	Billable Provider: Office: Office 2365		ACTIVITIES OF DAILY LIVING	<u></u>
ALLERGY		, in the second se			ALLERGT AMA IMPAIRMENT RATING	
AMA IMPA	IRMENT RATING	E.			ANCILLARY SERVICE	1
ANCILLAR	Y SERVICE				CAREPLAN	
CAREPLAN	4				CAUSATION COMPUTER MANIFEST RX	()
CAUSATIO	N				CURRENT MANIFEST RX	
COMPUTE	R MANIFEST RX				CURRENT MEDICATION	<u></u>
CURRENT	MANIEEST DY				DFE/DLE/DPS	
CURRENT	MEDICATION				DIAGNOSTIC/LAB	
CORRENT					DISCUSSION	鹵
DFE/DLE/D	PS				GENERAL	(Å)
DIAGNOSI	s				HISTORY	
iPho	ne		iPad			
F	igure 11 Th	e <mark>Visit</mark>	Note Optio	ns scree	n	

Create a visit note

The system automatically creates a visit note for the selected appointment when you open the Visit Note module. The system creates only one visit note for every patient appointment. If the visit note is already signed off, you can no longer edit it and another appointment must be scheduled to record the visit.

To create a visit note, follow these steps:

1. In the appointments pane on **My Appointments**, tap the applicable appointment.

2. When the list of options appears, tap Visit Note.



Figure 12 When the list of options appears, tap Visit Note to open the Visit Note Options screen.

3. On **Visit Note Options**, tap the note symbol in for the visit note category that you want to create a record for.

4:03	.al ≎ ∎				
Visit Note Options	s	Visit Notes		Visit Note Options	◆ Not Charging
Visited: 01/13/2021	~	Date: 03/12/2021 Visit Type: Procedure:	Đ	Visited: 03/12/2021	~
		Billable Provider:		ACTIVITIES OF DAILY LIVING	
ACTIVITIES OF DAILY LIVING		Office: Office 2365		ALLERGY	
ALLERGY				AMA IMPAIRMENT RATING	1
AMA IMPAIRMENT RATING	1			ANCILLARY SERVICE	1
				CAREPLAN	
ANCILLARY SERVICE				CAUSATION	
CAREPLAN				COMPUTER MANIFEST RX	
CAUSATION				CURRENT MANIFEST RX	
				CURRENT MEDICATION	(in)
COMPUTER MANIFEST RX				DFE/DLE/DPS	1
CURRENT MANIFEST RX				DIAGNOSIS	1
CURRENT MEDICATION	L. C.			DIAGNOSTIC/LAB	1
				DISCUSSION	(iii)
DFE/DLE/DPS				GENERAL	(B)
DIAGNOSIS				HISTORY	(in 1997)
iPhone		iPad			
Figure 13	On Visit	Note Options, t	tap t	he applicable note symbol to re-	cord the

4. On the *Visit Note Options* screen, type the applicable note.

visit.

3:56		.ıl 🕈 🗈	15:46 Wed Mar 17		🗢 27% 🌔
<	VITAL SIGNS	•	<	VITAL SIGNS	

The body temperature of the patient is 96.8°F. Her heart rate is 65 BPM. The oxygen saturation is 97%. The blood pressure is 120/80mmHg. The body temperature of the patient is 96.8°F. Her heart rate is 65 BPM. The oxygen saturation is 97%. The blood pressure is 120/80mmHg.

iPhone iPad Figure 14 In *Visit Note Options*, type the applicable note to record the visit.

5. Tap the **Save** symbol .

Note:

The system also automatically saves the information that you enter if you tap the back symbol **I** in *Visit Note Options* instead of the **Save** symbol **I**.

After you save the record, the green note symbol appears in the row for the applicable visit note option. This symbol indicates that the visit note option already has a saved record in the application and in ODIN.

Record a visit using Quick Note

You can record the patient's visit using the Quick Note feature in the application. Quick Note is available only in the Android tablets and iPads. To record a visit using Quick Note, follow these steps:

- 1. In the appointments pane on **My Appointments**, tap the applicable appointment.
- 2. When the list of options appears, tap **Visit Note**.
- 3. In the upper-right part of the Visit Note Options screen, tap the Quick Note symbol .

3:28 PM Fri 12	Mar		🗢 Not Charging 🛲
<	Visit Notes	Visit Note Options	E
Date: Visit Type Procedure	03/12/2021 ::	Visited: 03/12/2021	×
Billable Provider:		ACTIVITIES OF DAILY LIVING	
Office:	Office 2365	ALLERGY	
		AMA IMPAIRMENT RATING	(a)
		ANCILLARY SERVICE	
		CAREPLAN	
		CAUSATION	×.
		COMPUTER MANIFEST RX	(a)
		CURRENT MANIFEST RX)
		CURRENT MEDICATION	
		DFE/DLE/DPS	
		DIAGNOSIS	b
		DIAGNOSTIC/LAB	8
		DISCUSSION	商
		GENERAL	
		HISTORY	南

iPad

Figure 15 In the upper-right part of Visit Note Options, tap the Quick Note symbol to open the Quick Note screen.

4. On Quick Note, enter the necessary information in the applicable sections.

← Quick Note		
Staying Healthy 👻	Staying Healthy Assessment - Adult (18+)	
Assessment	Name: Sex: Male DOB: Net	ĸt
Adult (18+)	Visit Date: Mar 22, 2021 Provider:	_
PHQ-9 Depression	Adult (18+)	
	Person Completing Form	
Generalized Anxiety	Parent Guardian Relative	
Disorder Screener (GAD-7)	Friend Self Other	
Fall Risk Assessment Test 🕨	Need help with form? Yes No	
	Nutrition	
	1. Do you drink or eat 3 servings of calcium-rich foods daily, such as milk, cheese, yogurt, soy milk, or tofu?	
	🕞 Yes 💮 No 💮 Skip	
	2. Do you eat fruits and vegetables everyday?	
	Yes No Skip	
	3. Do you limit the amount of fried foods or fast food that you eat?	
	Yes No Skip	
	4. Are you easily able to get enough healthy food?	
	Ves No Skip	
iPad		
Eiguro 16 Or	Quick Note, optor the necessary information to record the	
Figure 10 Or	Quick Note , enter the necessary mormation to record the	
patient's vis	it.	

Patient Chart

In the Patient Chart module, you can access the patient's contact information and medical chart. You can also view the documents that are related to the patient and his or her previous visit note records.



Access the Patient Chart screen

You can access the Patient Chart screen from the My Appointments screen.

To access **Patient Chart**, follow these steps:

- 1. In the appointments pane on **My Appointments**, tap the applicable appointment.
- 2. When the list of options appears, tap Patient Chart.



Figure 18 When the list of options appears, tap Patient Chart to open the Patient Chart screen.

When you tap Patient Chart, the Patient Chart screen opens. On this screen, you can view the following details:

- Home. In Home, view the patient's home phone number.
- Cell. In Cell, view the patient's cellphone number.
- **Email**. In **Email**, view the patient's email address.

Note:

You can call or send an email directly from the application. To call, tap the contact number in Home or Cell. To send an email, tap the patient's email address in Email.

- DOB. In DOB, view the patient's date of birth.
- Last Visit Date. In Last Visit Date, view the date of the patient's last appointment.
- Next Appt. Date. In Next Appt. Date, view the date of the patient's next appointment.
- Employer. In Employer, view the patient's employer.
- **Insurance**. In **Insurance**, view the patient's insurance.

• Allergies. In Allergies, view the patient's allergies.

View patient documents

In the Patient Chart module, you can view all patient documents that are saved in the system.

To view patient documents, follow these steps:

- 1. In the appointments pane on **My Appointments**, tap the applicable appointment.
- 2. When the list of options appears, tap **Patient Chart**.



Figure 19 When the list of options appears, tap Patient Chart to open the Patient Chart screen.

- 3. On Patient Chart, tap Documents.
- 4. On the **Documents** screen, tap the document that you want to view.

3:59		al 🗢 🗈	15-48 Weet May 17		a
< Doct	uments			Documents	
Regular information Status: Acknowledged Category: Demographic Sheet	Type: Text File Priority: Low	01/13/21	Regular information Status: Pending Category:	Type: Text File Priority: Low	
New Patient Appt Letter - C Status: Pending Category: General	1/07/21 09:35 AM Type: Letter Priority:	01/07/21	Status: Pending Category: Appointment Request Alert	Type: Image File Priority: Low	
new docs Status: Pending Category: Advocacy Letter	Type: PDF Priority: Low	01/07/21	Regular information Status: Pending Category: AME	Type: Word Doc. Priority: Low	
EME APPT NOTIFICATION_ Status: Pending Category: Appointment Form 110	09/16/2020 Type: PDF Priority: Low	11/13/20	new doc today Status: Pending Category: ADL'S	Type: Text File Priority: Low	
DEMOGRAPHICS Status: Pending Category: Demographic Sheet	Type: PDF Priority: Low	11/13/20	Regular information Status: Acknowledged Category: Demographic Sheet	Type: Text File	
QME 110_09/16/2020 Status: Pending Category: Appointment Form 110	Type: PDF Priority: Low	11/13/20	New Patient Appt Letter - 01/07/21 09:35 AM Status: Pending Category: General	Type: Letter Priority:	
ANEL LETTER_06/10/2020 itatus: Pending ategory: Panel Letter	Type: PDF Priority: Low	11/13/20	new docs Status: Pending Category: Advocacy Letter	Type: PDF Priority: Low	
attorney Correspondence S status: Pending	9/18/2020 Type: PDF	10/23/20	EME APPT NOTIFICATION_09/16/2020 Status: Pending Category: Appointment Form 110	Type: PDF Priority: Low	
Patient Chart Doc	cuments	Visit Note	Patient Chart	Documents	Usit Note
Phone			iPad		

Figure 20 On Documents, tap the applicable document to open the file.

View or edit previous visit notes

You can view the patient's previous visit notes and edit those that are not yet signed off.

To view or edit previous visit notes, follow these steps:

- 1. In the appointments pane on **My Appointments**, tap the applicable appointment.
- 2. When the list of options appears, tap Patient Chart.



Figure 21 When the list of options appears, tap Patient Chart to open the Patient Chart screen.

3. On Patient Chart, tap Visit Note.

3:59	.al ≎ ∎)			
<	Patient Chart	3:30 PM Tue 23 Mar	Patient Chart	\\$\\$9%. ■
	0		Female, 54 Years , Married	
Form	ale 54 Vegre Married	A Home		
Pena	ale, 54 Tears , Marrieu	Cell		
A Home				
Cell		DOB		
		Last Visit Date 03/18/2021		
DOB		Employer Allergies Influenza (Child),peanut extract	Insurance Acclamation Insurance Management	
Last Visit Date 03/12/2021	Next Appt. Date 03/19/2021 09:45 AM			
Employer	Insurance Acclamation Insurance Management (ACM) ACM			
Allergies Influenza (Child),pe	anut extract			
8				
Patient Chart	Documents Visit Note	Patient Chart	Docymente	visit Note
iPhone		iPad		
Figu	ire 22 On Patie	ent Chart, tap Visit No	ote to open the Past Visit I	Notes screen.

- 4. On the **Past Visit Notes** screen, do either of the following:
- Tap the applicable document symbol is to retrieve the visit note record, and then tap the blue document symbol is to open the record.



Figure 23 The visit note record that appears when you tap the blue document symbol

Note:

The blue document symbol appears only if the visit note record is already retrieved from the system.

• Tap the visit note that you want to edit on **Past Visit Note** to open the list of visit note categories.

4:03	al 🗢 🗈	:49 Wed Mar 17		
C Past \	'isit Notes	A Past Visit Notes	Visit Note Options	
Date: 01/27/202 Visit Type: Procedure:		Date: 03/16/2021	Visited: 03/16/2021	
illable rovider:	-	Procedur e:	ACTIVITIES OF DAILY LIVING	
ffice: Office 55		Billable Provider:	ALLERGY	
isit Type: AME PLAS	тіс		AMA IMPAIRMENT RATING	
rocedure: P&S illable rovider:	- 1	Visit Type:	ANCILLARY SERVICE	
fice: Office 55		Procedur e:	CAREPLAN	
te: 01/13/202 sit Type:		Billable Provider: Office: Office 2365	CAUSATION	
able vider:		Date: 03/09/2021	COMPUTER MANIFEST RX	
ice: Office 55		Visit Type:	CURRENT MANIFEST RX	
te: 01/07/202 it Type: Deposition ocedure: Re-Evalua	tion	Procedur e: Billable	CURRENT MEDICATION	
llable ovider:		Provider: Office: Office 55	DFE/DLE/DPS	
Patient Chart Di	cuments Visit Note	Patient Chart	Documents Visit Note	

iPhone iPad Figure 24 In Past Visit Notes, tap the applicable visit note to view the list of visit note categories.

Note:

You can no longer edit visit notes that are already signed off. A green check symbol appears in the upper-right part of a visit note to indicate that it is already signed off in ODIN.

For more information about how to create a visit note, see *Create a visit note*.