OdinOnline App User Guide

Version 22

Contents

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.
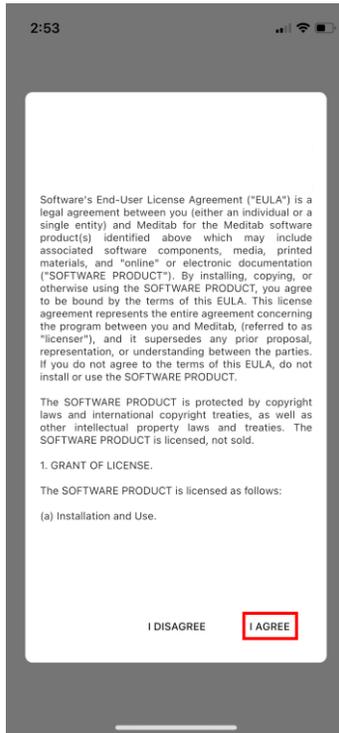
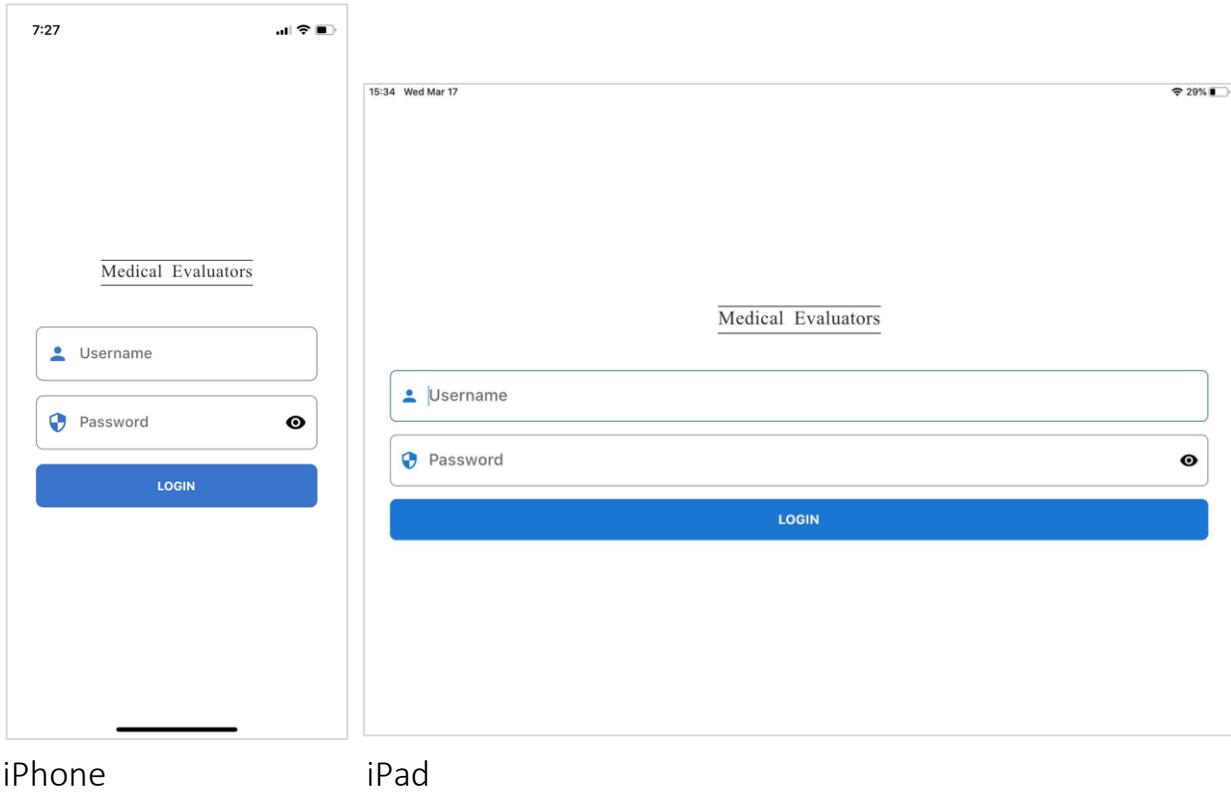Figure 1 In End User License Agreement, tap I AGREE to proceed.

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.

iPhone   iPad

Figure 2 The sign-in screen

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.
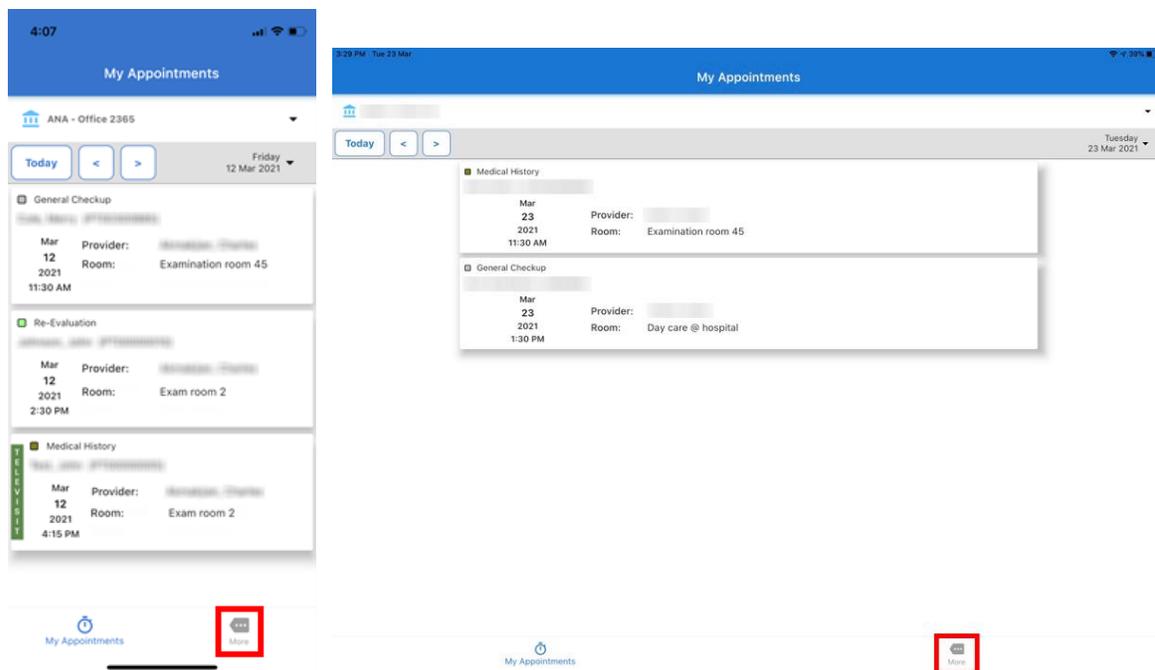
OdinOnline Setup

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:

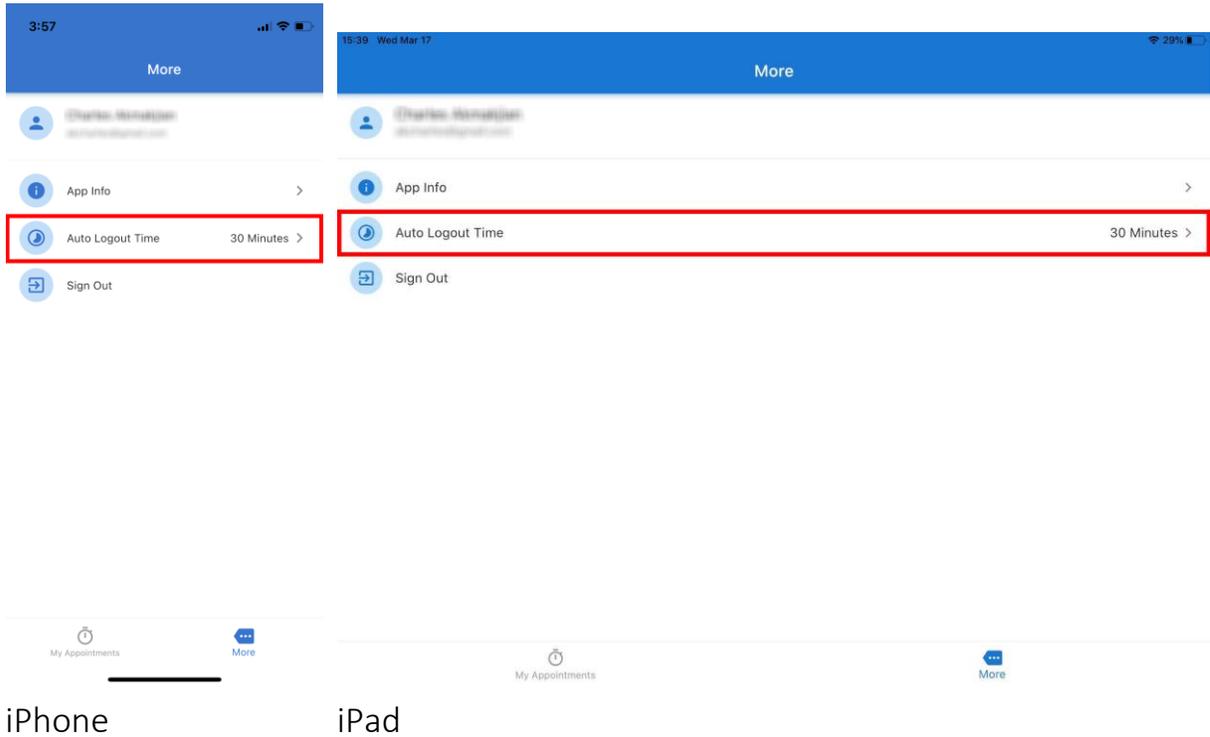1. On the **My Appointments** screen, tap **More**.
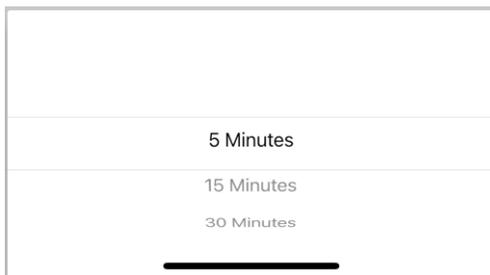

iPhone   iPad

Figure 3 On **My Appointments**, tap **More** to open the **More** screen.

2. On **More**, tap **Auto Logout Time**.

iPhone   iPad

Figure 4 On **More**, tap **Auto Logout Time** to select the applicable minutes of inactivity.

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.
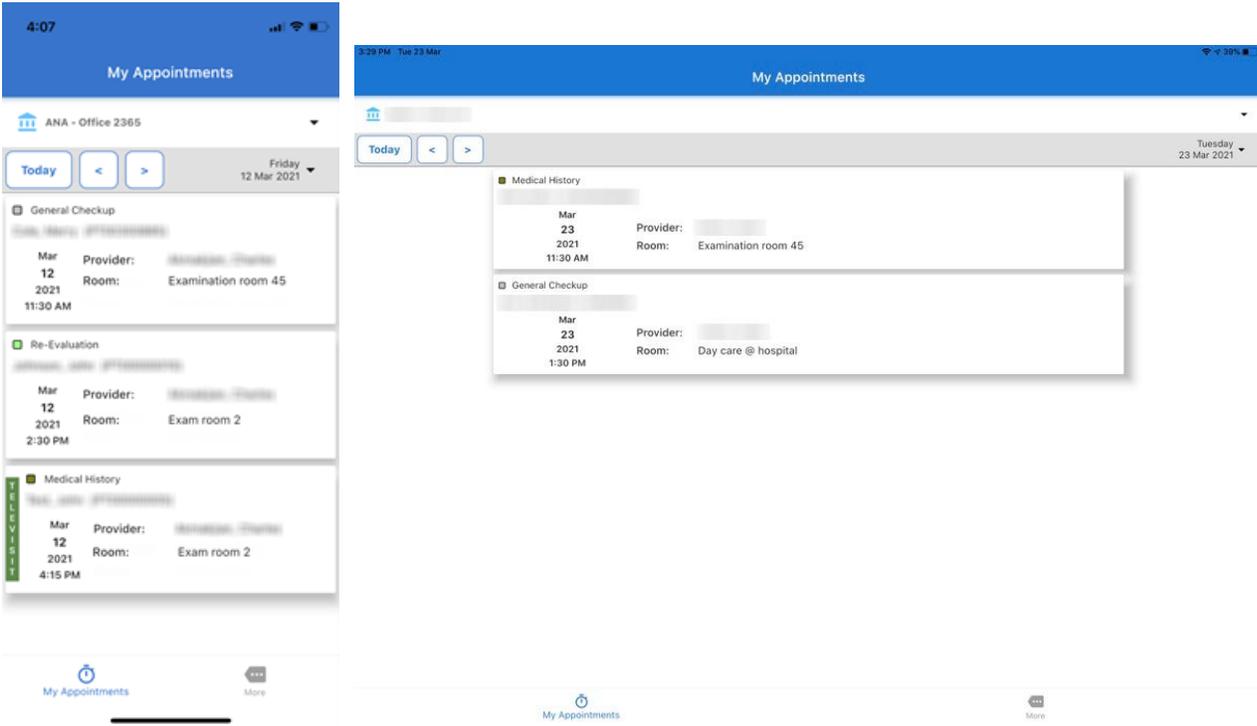
iPhone   iPad

Figure 6 The My Appointments 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.

Figure 7 The date bar of My Appointments

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.
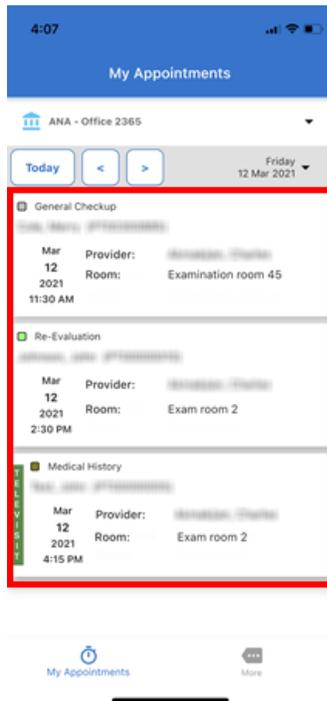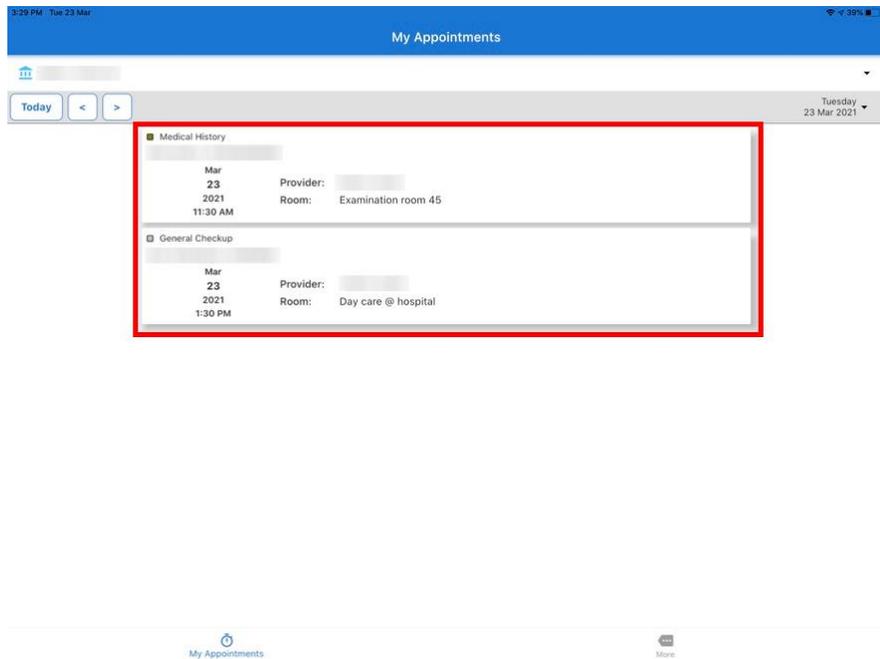
iPhone   iPad

Figure 8 The appointments pane of **My Appointments**

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.

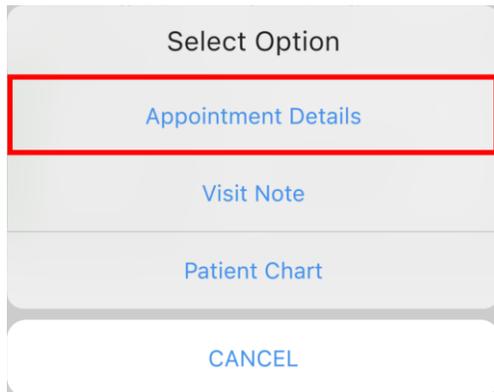2. When the list of options appears, tap **Appointment Details**.

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.

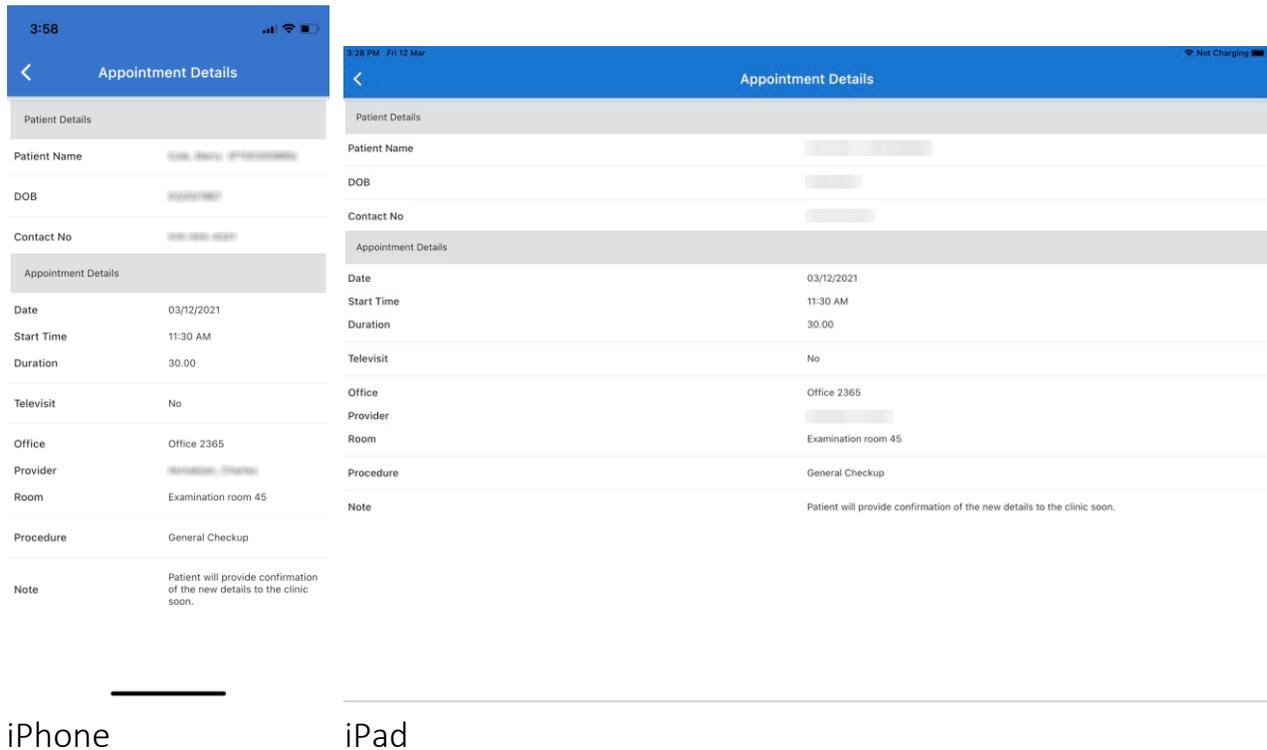- **Note**. In **Note**, view the note that is entered in the patient's records in ODIN.

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.
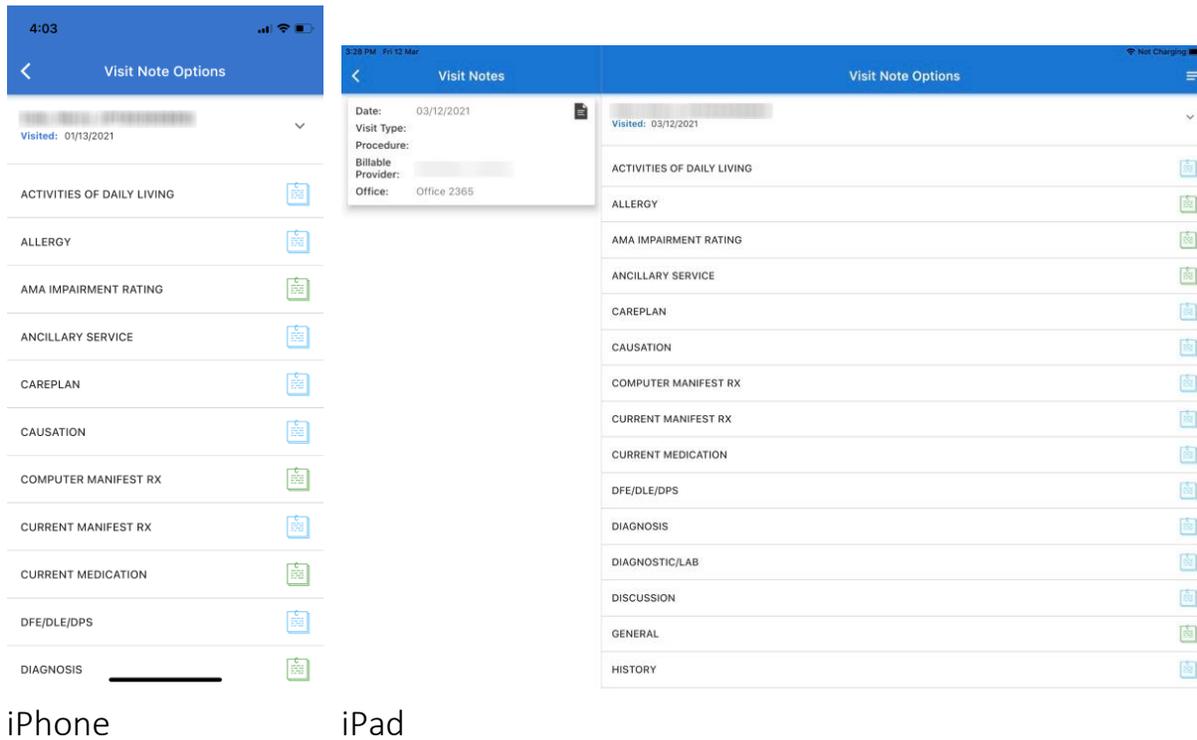
iPhone   iPad

Figure 11 The **Visit Note Options** screen

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.

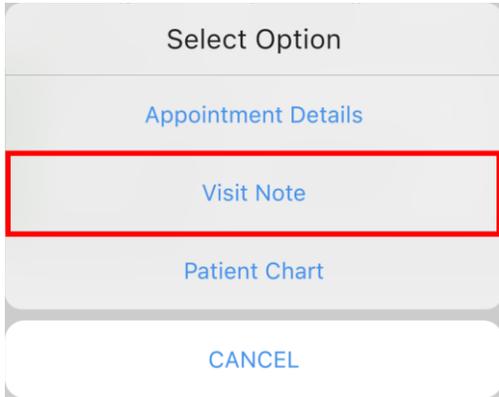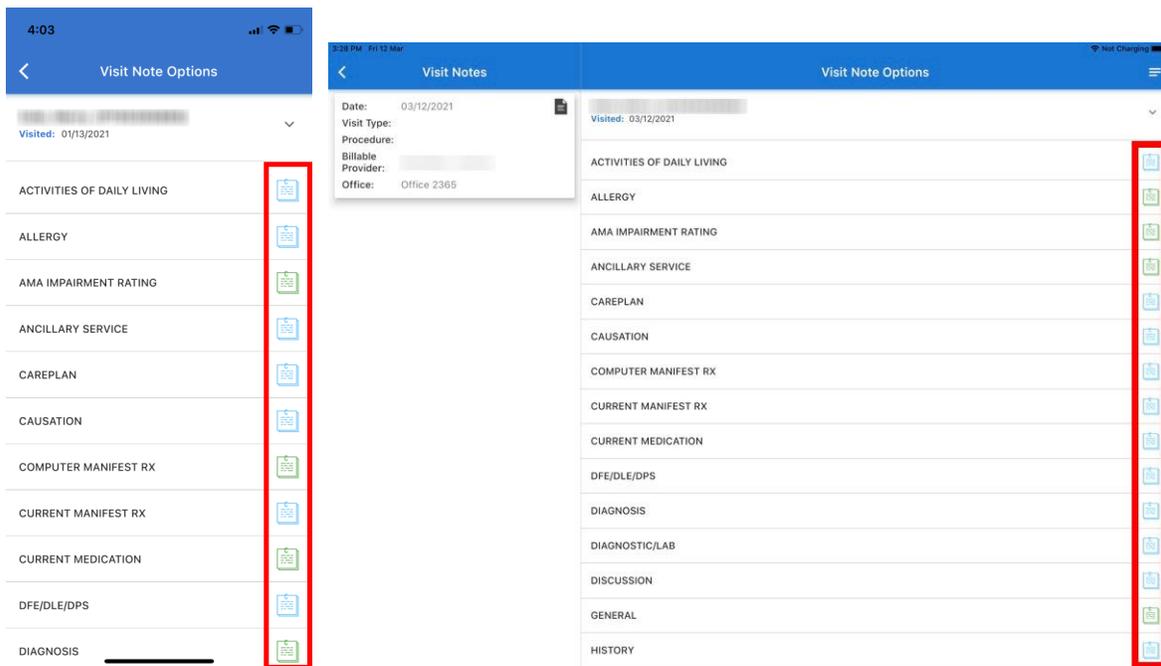2. When the list of options appears, tap **Visit Note**.

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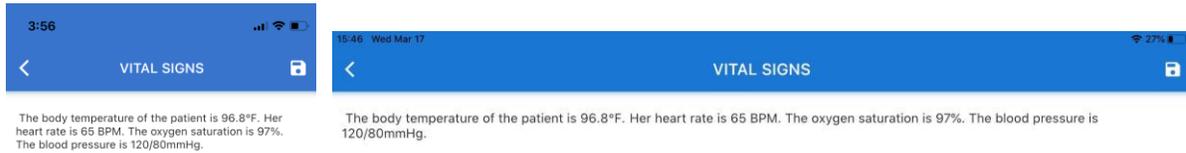

iPhone   iPad

Figure 13 On **Visit Note Options**, tap the applicable note symbol to record the visit.

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

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 ⟨ in *Visit Note Options* instead of the **Save** symbol 🖫.

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 ▤.
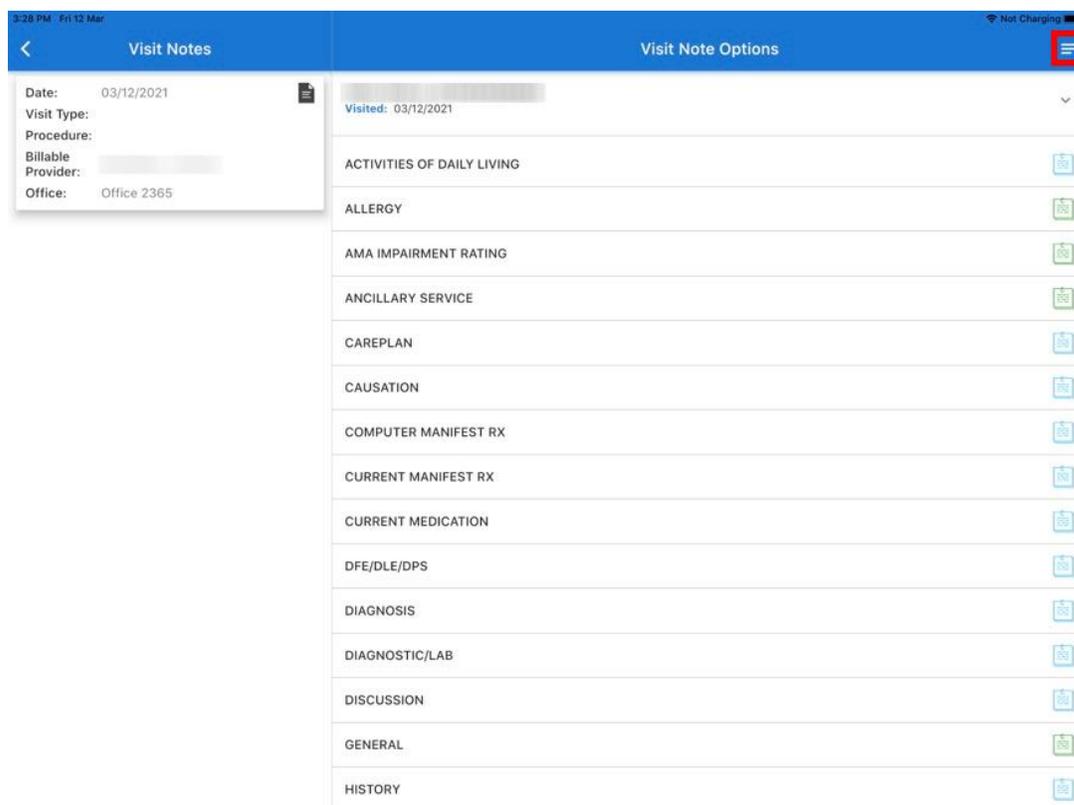
iPad

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.

iPad

Figure 16 On Quick Note, enter the necessary information to record the patient's visit.

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.
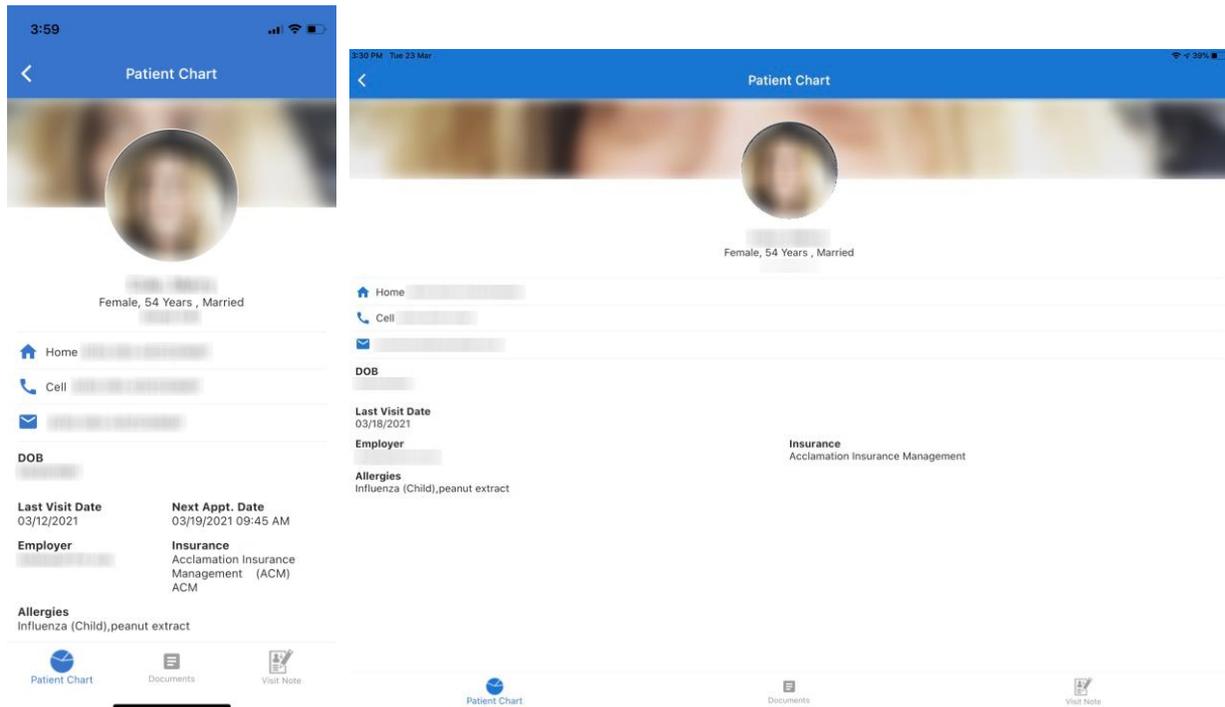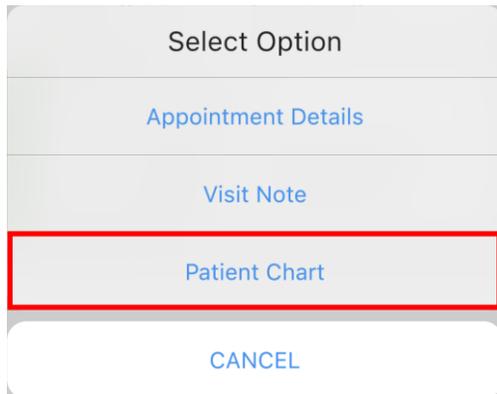
iPhone   iPad

Figure 17 The Patient Chart screen

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.
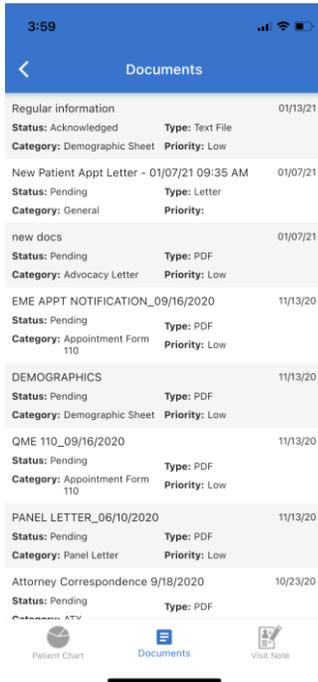
To view patient documents, follow these steps:

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

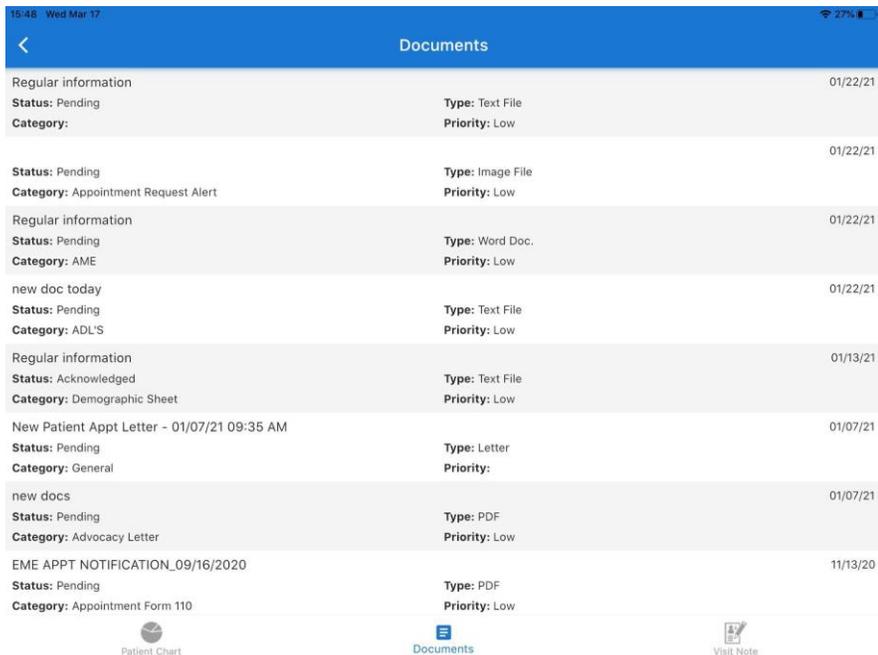2. When the list of options appears, tap **Patient Chart**.
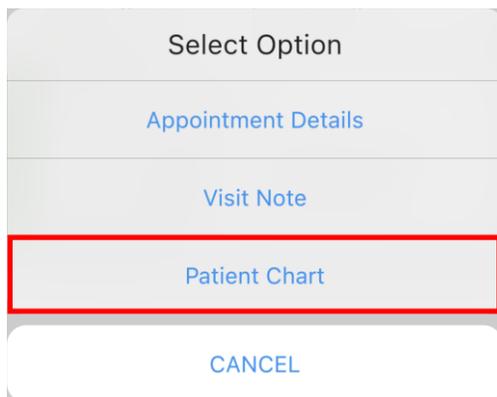
Figure 19 When the list of options appears, tap **Patient Chart** to open the Patient Chart screen.

3. On **Patient Chart**, tap **Documents**.

4. On the **Documents** screen, tap the document that you want to view.

iPhone   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**.

Select Option

Appointment Details
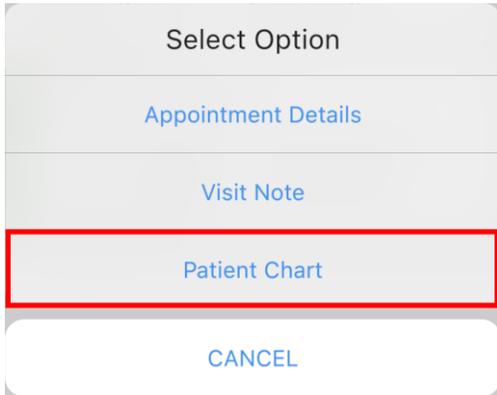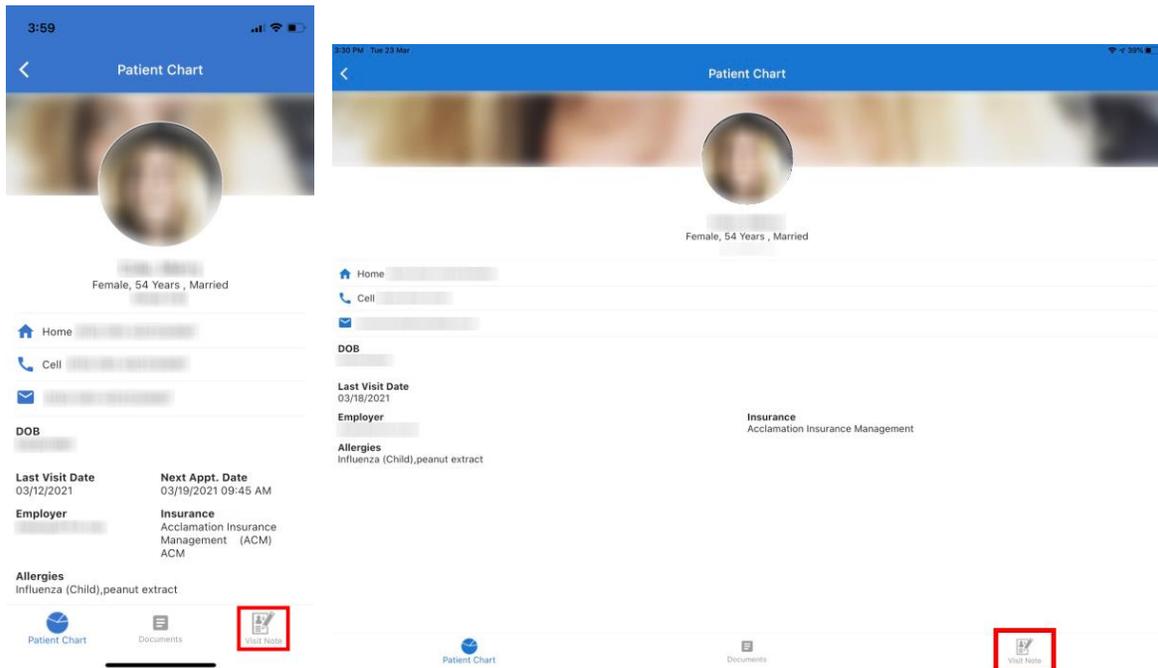
Visit Note

Patient Chart

CANCEL

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

3. On **Patient Chart**, tap **Visit Note**.
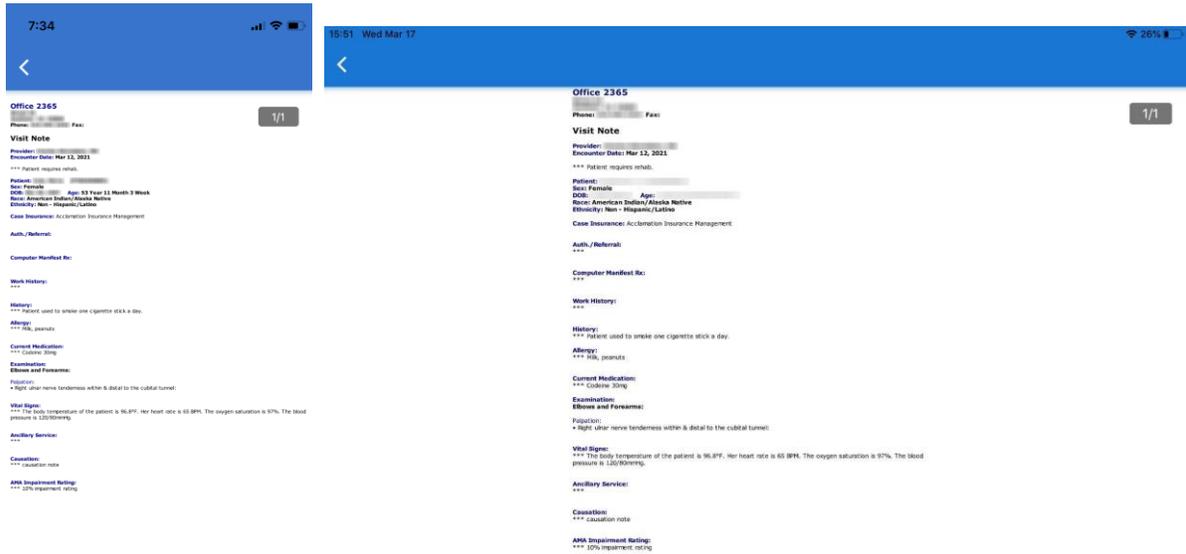

iPhone   iPad

Figure 22 On **Patient Chart**, tap **Visit Note** to open the **Past Visit Notes** screen.

4. On the **Past Visit Notes** screen, do either of the following:

- Tap the applicable document symbol 📄 to retrieve the visit note record, and then tap the blue document symbol 📄 to open the record.
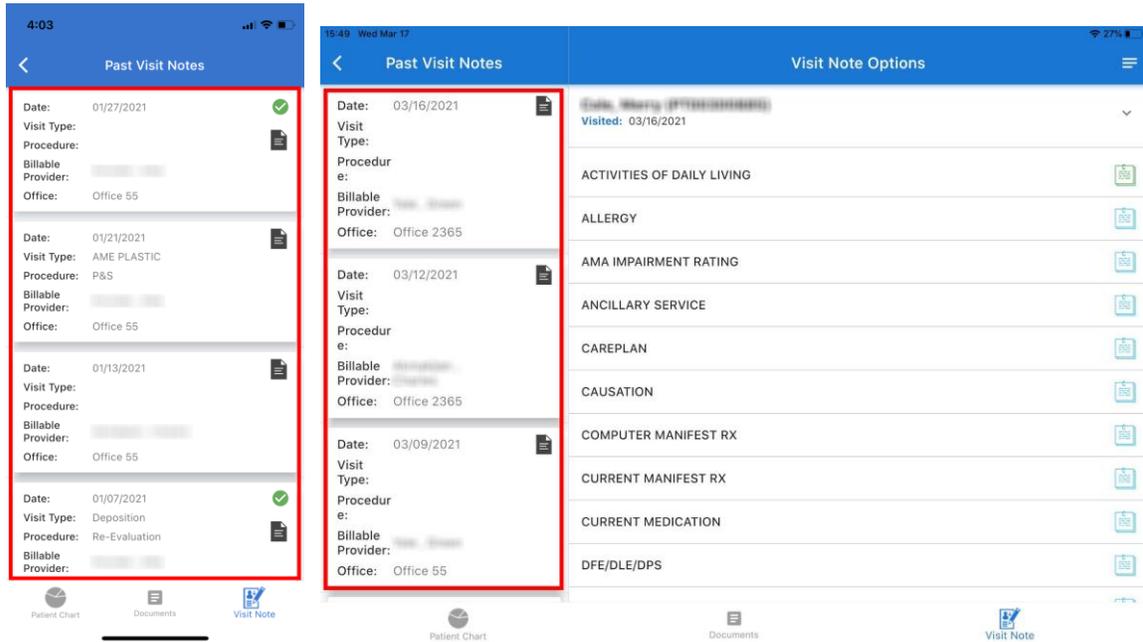
iPhone   iPad

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.

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*.