

Consentz ✓

Practitioner App
Guide

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Accessing the App

First Log In

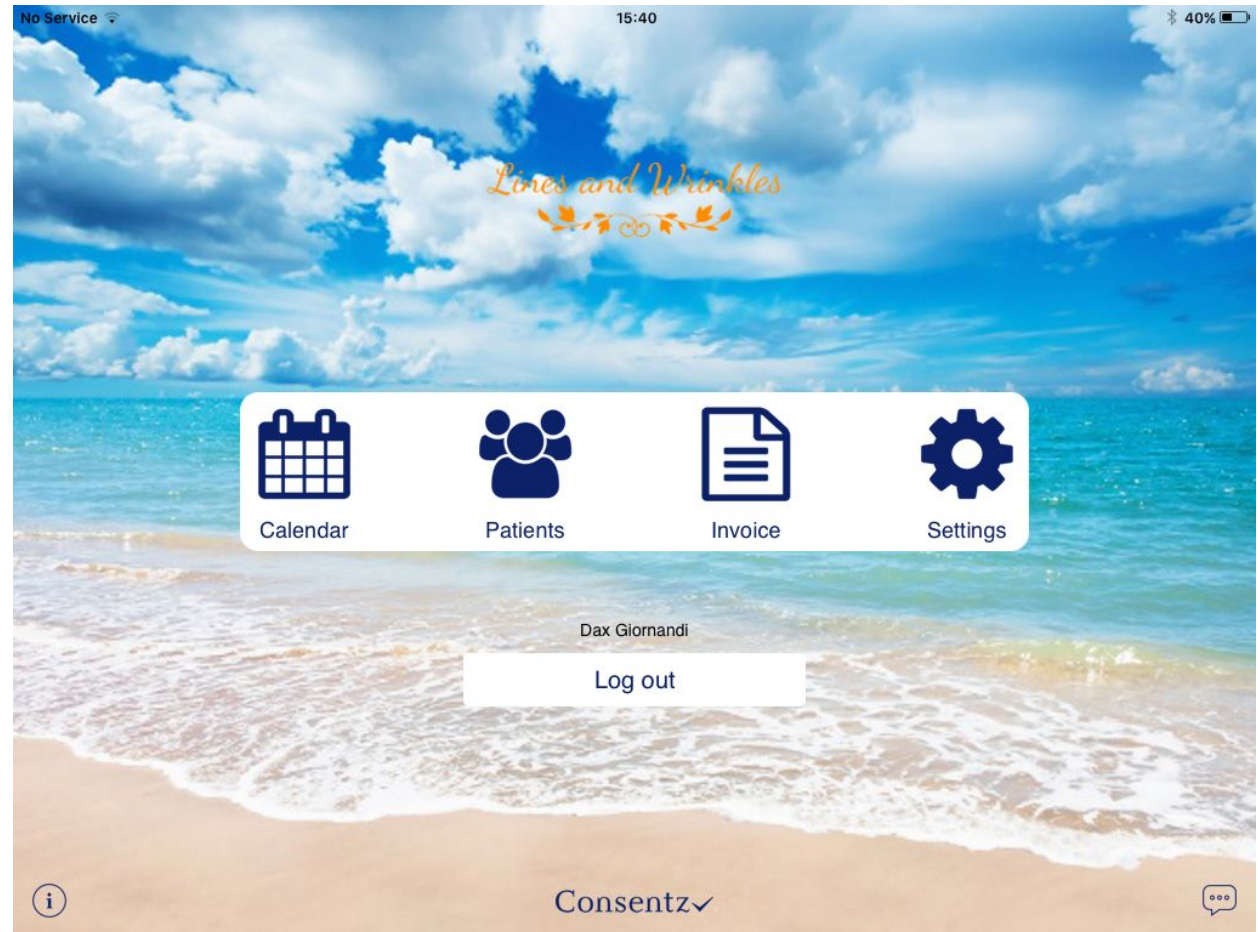
You can download the application from the Apple App Store by searching for 'Consentz' on your iPad.

The Practitioner Application is accessible by all user roles (bar schedulers). However, for full access to the application you will require a 'Practitioner' role.

Logging in as a Practitioner Role will grant you access to the entire application, shown by presenting the user with four identically coloured icons for :

- Calendar
- Patients
- Invoice
- Settings

If Calendar & Invoice are a lighter shade of blue, then the credentials you used to log into the application are not that of a Practitioner account.



The 'Clinic Profile' Screen

Calendar

Calendar

The calendar will default to the personal calendar of the practitioner that logged into the Application and mimics much of the functionality on the Control Centre.

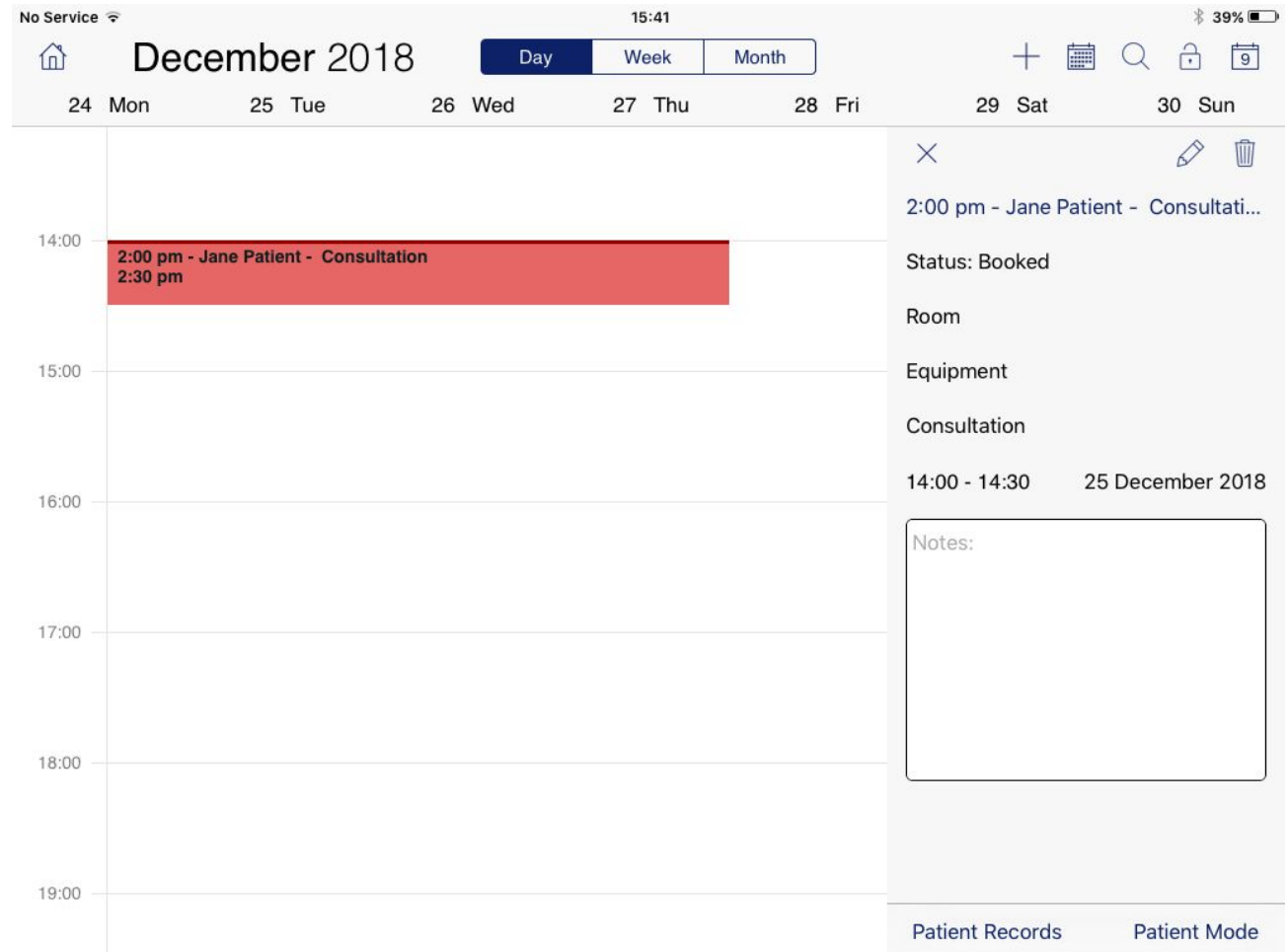
Change the view using the Day, Week & Month buttons.

Change the day by selecting it from the day row. This can be flicked left and right for easy access.

Access an Appointment by tapping on it. This will slide out the information window, with more details of the appointment, and links to 'Patient Mode' and the 'Patient Record'.

The buttons on the top right hand side of the screen will allow you to create a new appointment, search for patients and return to today.

The padlock button will hide all onscreen personal information should you need to share your screen with a patient



Patients

Patients

Once selected, the Patient screen will display a blank window with a Search bar at the top.

Until a search term is entered, the page will remain blank, regardless of the number of patients on your account.

Once a search term has been entered, patients matching that term will appear on the screen.

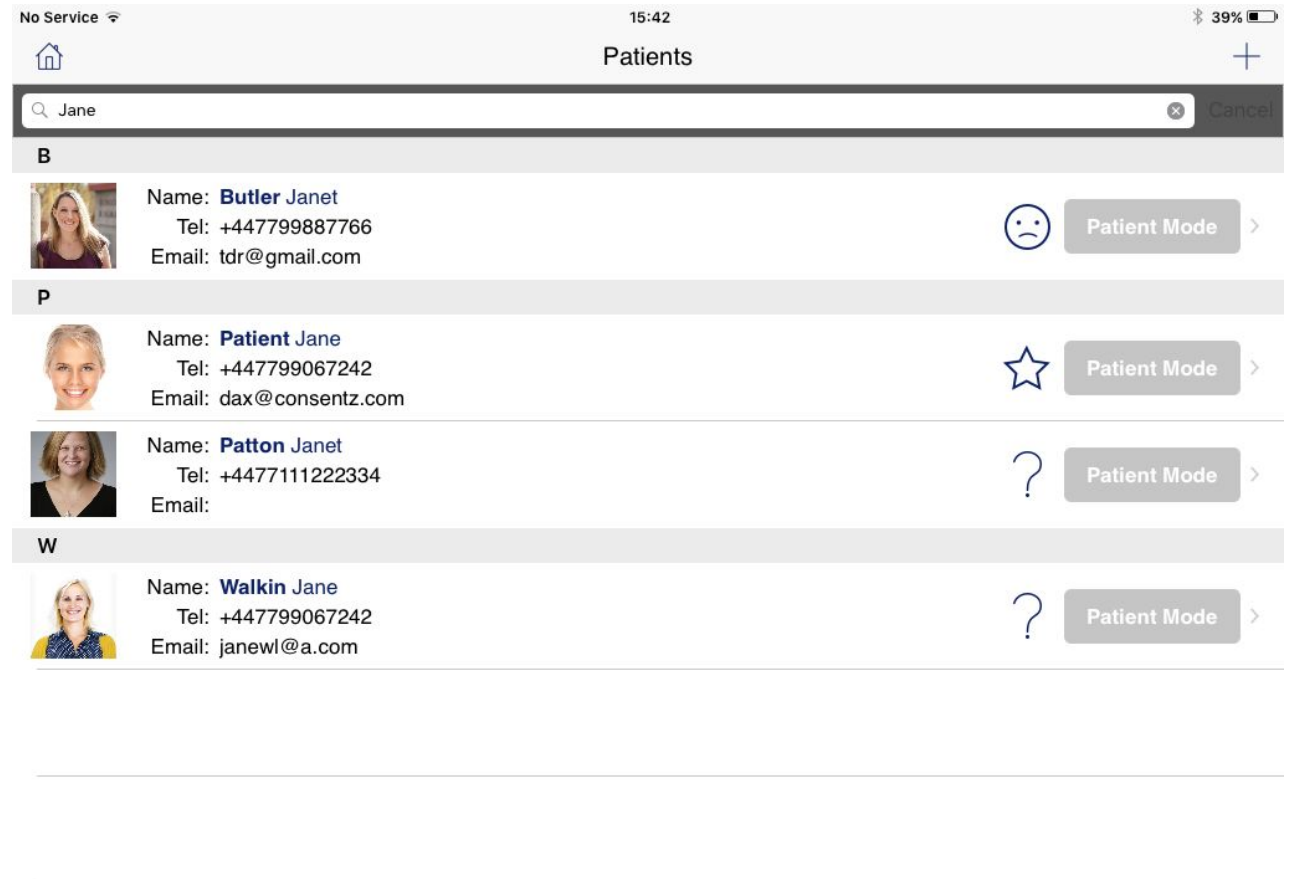
At this point you can select :

The Patient Record

By tapping the the patients details towards the left side of the row

Patient Mode

By tapping the 'Patient Mode' button on the right side of the screen.



The Patient Record

Patient Record

Patient information is displayed on the right hand side of the screen. This can be updated if needed.

Under the photo of the patient, any questionnaire questions that have been marked 'important' will be displayed.

The buttons at the bottom of the screen:

@ symbol, will initiate an email based on the patient email address, and the email program used by your ipad.

Calendar symbol will list out all the patients previously 'Cancelled appointments'.

The link icon will invite the patient to create a password to access their account. This will be used by them to access online booking & the patient application, which they will be invited to download.

The screenshot shows the 'Jane Patient' record screen. At the top, there's a status bar with 'No Service', '15:42', and '39%' battery. Below the status bar is a header with a 'Back' button and the patient's name 'Jane Patient'. A left-hand menu lists various options: Personal Details (selected), Questionnaires, Sketch, Consultation Photos, Documents, Consultation Notes, Consent Forms, Treatment Photos, Treatment Plans, Memory Jog, Notes, Gallery, and Account. The main area features a patient photo and a 'Personal Information' section with the following details: Username: Jane, First Name: Jane, Last Name: Patient, Date of Birth: 1 March 1974, Mobile Phone: GB 7799067242, Alternative Phone: +44 78900654, Email: dax@consentz.com, Occupation: (blank), Address Line 1: Night, Address Line 2: Viburnum, Town/City: Vibeuhuhuh, County/State: GB, and Country: United Kingdom. At the bottom right, there are four icons: an '@' symbol for email, an 'SMS' bubble, a calendar icon, and a link icon.

Personal Information	
Username:	Jane
First Name:	Jane
Last Name:	Patient
Date of Birth:	1 March 1974
Mobile Phone:	GB 7799067242
Alternative Phone:	+44 78900654
Email:	dax@consentz.com
Occupation:	
Address Line 1:	Night
Address Line 2:	Viburnum
Town/City:	Vibeuhuhuh
County/State:	GB
Country:	United Kingdom

Questionnaires

Signing Questionnaires

Any questionnaire that the patient was presented with in Patient Mode will appear at the top of this page, under 'Recently Completed'.

Selecting any questionnaire on this list will display the answers that the patient selected. These can be changed if required.

Once the questionnaire is completed, tap the 'sign' button on the top right of the screen. This will create a document based on the answers.

This document can then be signed by both Practitioner & Patient using the pen icon. These documents will be time & date stamped.

All completed questionnaires will then appear under the 'Archived' section, under the 'Recently Completed' section.

The screenshot displays the Consentz app interface. At the top, the status bar shows 'No Service', the time '16:06', and a battery level of '33%'. The app header for the patient 'Jane Patient' includes a 'Back' button and a 'Sign' button. A sidebar menu on the left lists various sections: Personal Details, Questionnaires (highlighted), Sketch, Consultation Photos, Documents, Consultation Notes, Consent Forms, Treatment Photos, Treatment Plans, Memory Jog, Notes, Gallery, and Account. The main content area, titled 'Medical Questionnaire', shows 'Answered 5 of 5' questions. The questions and their answers are: 'Do you take any regular tablets or medicines?' (No), 'Do you have any allergies? (e.g. food, medication or latex)' (No), 'Do you smoke?' (No), 'If yes, how many a day?' (10), 'Do you suffer from any skin problems or sensitivities?' (acne checked, psoriasis, eczema, and rosacea unchecked), and 'Do you take any vitamins or herbal supplements?' (No).

No Service 16:06 33%

Back Jane Patient Sign

Medical Questionnaire

Answered 5 of 5

Do you take any regular tablets or medicines? No Yes

Do you have any allergies? (e.g. food, medication or latex) No Yes

Do you smoke? No Yes

If yes, how many a day?

10

Do you suffer from any skin problems or sensitivities?

1. acne ☒

2. psoriasis ☐

3. eczema ☐

4. rosacea ☐

Do you take any vitamins or herbal supplements? No Yes

Consultation Photos & Sketching

Taking Photos

Sketch & Consultation Photos use the same tools to mark up either a photograph or a blank canvas.

You can start a sketch by tapping the '+' icon.

Take a photo using Consultation Photos by tapping the Camera icon and selecting Camera.

You can create a copy of this photo by tapping the paper icon. Mark the photo using the pen icon.

- Area tool will mark an area once you return your finger to the original touch point.
- Line tool will draw a line, the thickness of which can be adjusted.
- Dot tool will place a dot, the thickness of which can be adjusted.

Save the photo by tapping the 'tick' or cancel amendments by tapping the 'cross'.



Consultation Notes

Medical Notes

Tap '+' to add a new note.

- Important Information - will list out the questions and answers from completed questionnaire that are deemed 'important'
- Treatments Interested in - select any treatments the patient shows interest in for following up at a later date
- Treatment Notes - Select a treatment and watch your Pre Populated notes appear. These can be altered if needed.
- Additional Notes - A section for more medical notes
- Audio Notes - Create an audio recording.

Treatment Notes & Audio Notes can be shared with patients and accessed on the Patient app.

Consultation Notes are 'locked' after approximately 12 hours. They can be accessed for viewing only from the main page.

The screenshot displays the Consentz Practitioner Application interface. At the top, the status bar shows 'No Service', the time '16:08', and a battery level of '34%'. The main header area includes a 'Back' button and the patient's name 'Jane Patient'. A sidebar menu on the left lists various sections: Personal Details, Questionnaires, Sketch, Consultation Photos, Documents, Consultation Notes (highlighted), Consent Forms, Treatment Photos, Treatment Plans, Memory Jog, Notes, Gallery, and Account. The main content area shows the 'Consultation Notes' section for 'Jane Patient'. It includes a 'Back' button and a list of notes. The first note is titled 'Botox' and contains the text: 'Botox injections treat wrinkles on the face by weakening or causing paralysis of the muscles found on the face and pulling the skin.' It is dated 'Monday 09 July 2018 16:08' and was created by 'Dax Giornandi'. There is a 'Share with Patient' checkbox next to the note. Below this, there is an 'Audio Notes' section, also with a 'Share with Patient' checkbox. The audio note is dated 'Monday 09 July 2018 16:08' and was created by 'Dax Giornandi'. It features a play button icon. The bottom of the screen shows the date and time 'Monday 09 July 2018 16:08'.

Documents & Consent Forms

Documents

Any documents uploaded to the Patient Record via the Control Centre can be opened here.

Consent Forms

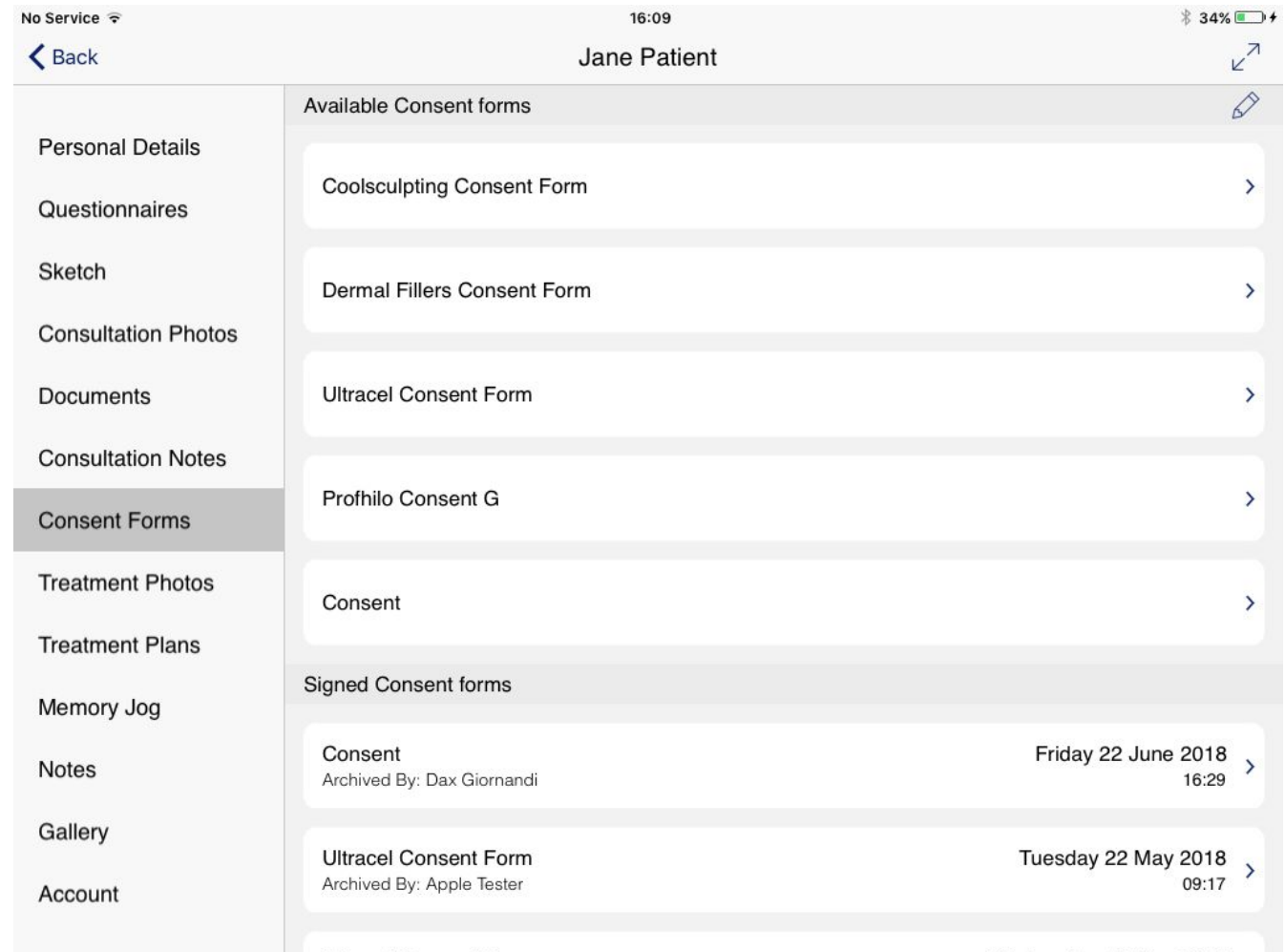
All available Consent forms will be listed under the title 'Available Consent Forms' at the top of the screen.

Tapping on a form will load the form into a new page. You can scroll up and down, as well as 'pinch to zoom'.

Once you reach the part of the document you wish to sign or highlight, tap either the pen or roller icon. This will hold the document in place and allow you to draw on the screen.

Once completed, tap 'Save' to save the signed document.

Signed Consent forms can be found under 'Signed Consent Forms' at the bottom of the page.



Treatment Photos

Marking Treatments Photos

Take a photo by tapping the 'Camera' icon, or select an existing photo. Tap the pen to edit.

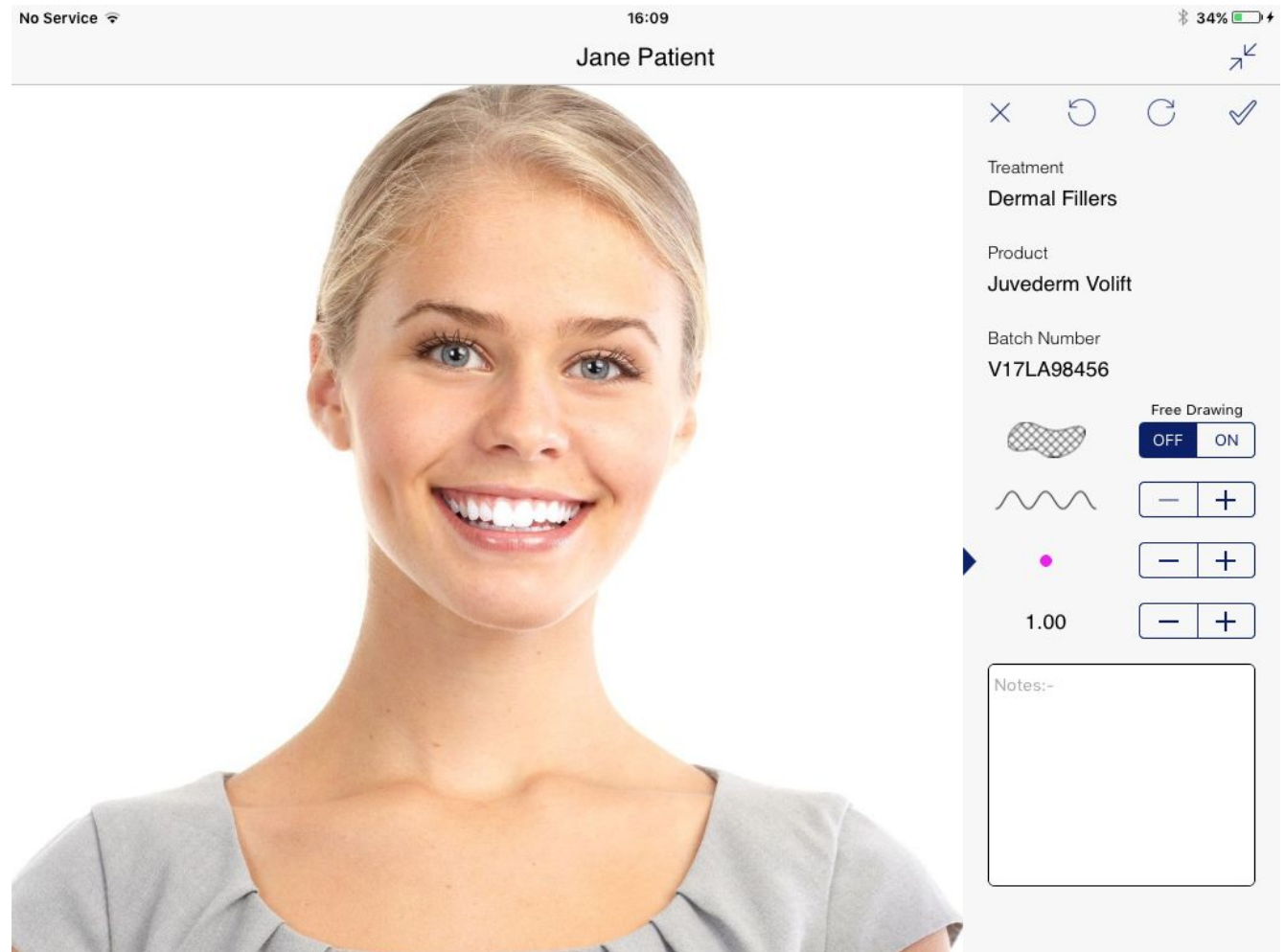
Select a 'Treatment' followed by a 'Product' and finally a 'Batch Number'.

This information will have been set up under 'Treatments' and 'Goods Received' in the Control Centre.

Select the dosage amount, and drawing tool before tapping the photo to mark the treatment area. *This information will have been set up under 'Products' in the Control Centre.*

If the product or batch number is unavailable, or the dosage numbers are incorrect, the error can be most likely corrected by altering the corresponding setting on the Control Centre.

Tap the 'Tick' to save or the 'Cross' to cancel.



Treatment Plans

Build a Plan

Building Treatment plans can assist patients in understanding the need for the full range of treatments.

Existing plans can be selected from the list, or new plans can be created.

Tap '+' to add a new plan.

Add a Title to first field to name your plan.

The first box contains the word 'Today' as is meant as a starting reference.

Select a gap in weeks by tapping the down arrow, and using the slider.

Enter a treatment title into the second box, and use the lower of the two fields to enter additional information.

You can add additional steps by tapping the '+' button on the top right corner.

The screenshot displays the 'Wedding Day' treatment plan for 'Jane Patient'. The interface includes a top status bar with 'No Service', '16:10', and '34%' battery. A left sidebar menu lists various options: Personal Details, Questionnaires, Sketch, Consultation Photos, Documents, Consultation Notes, Consent Forms, Treatment Photos, Treatment Plans (highlighted), Memory Jog, Notes, Gallery, and Account. The main content area shows a timeline for the 'Wedding Day' plan. It starts with a box labeled 'Today'. A downward arrow labeled '2 weeks' leads to a box labeled 'Botox'. Another downward arrow labeled '2 weeks' leads to a box labeled 'Review'. A '+' button in the top right corner allows for adding new steps to the plan.

Memory Jog & Notes

Both Memory Jog and Notes are very similar in use - with the exception that Memory Jog is visible only by a Practitioner, whereas Notes can be shared and viewed by all team members.

Memory Jog

Create a note to remind you of the patient, and 'break the ice' on their return - from their holiday destination to the name of their dog.

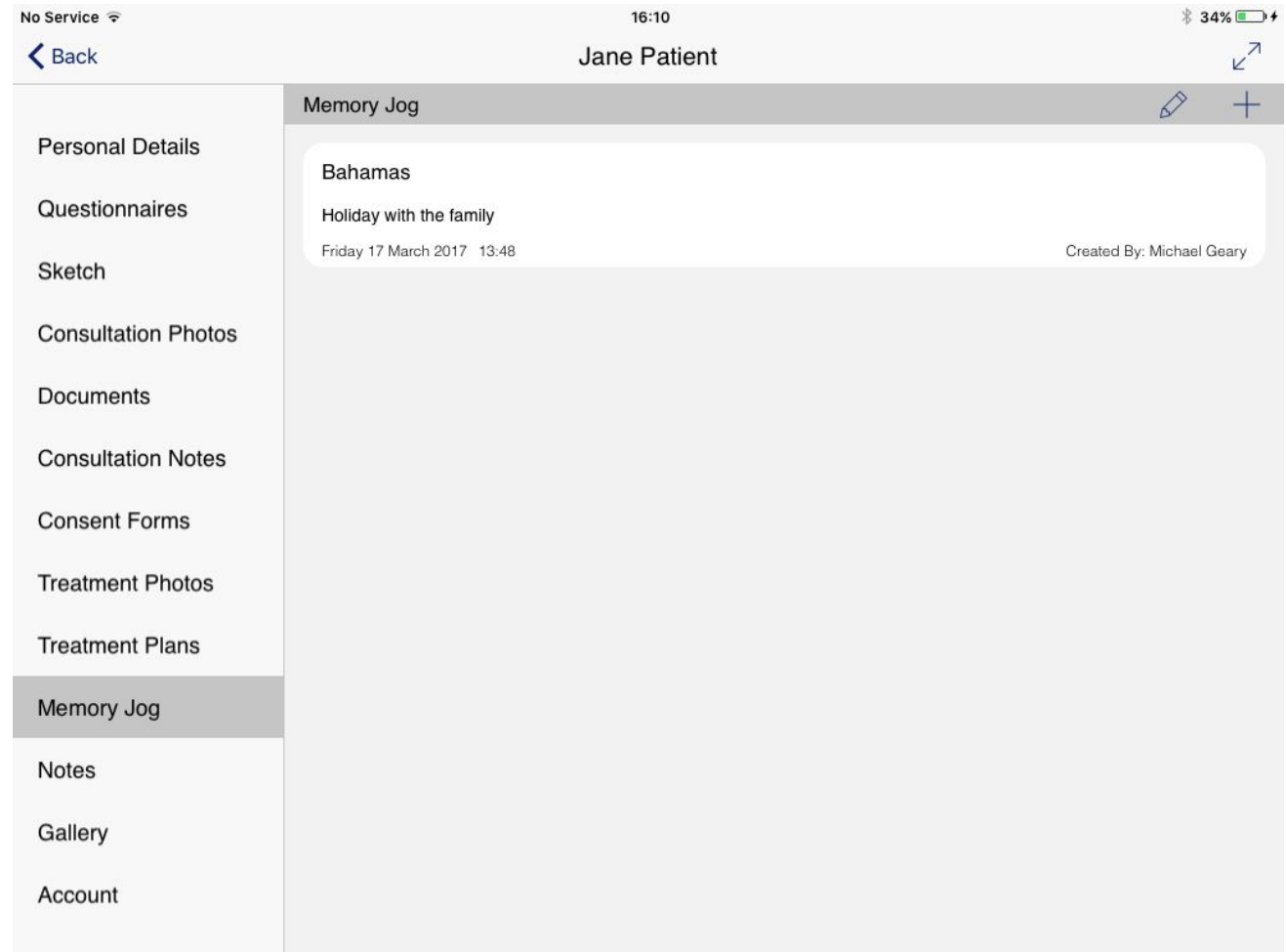
Create a Note

Tap the '+' button.

Give the note (or memory jog) a Title, and then add content to the second field.

All 'Notes' and 'Jogs' will be both date and time stamped, as well as assigned the name of the creator.

Notes can be accessed on the Control Centre from the Patient Record.



Gallery

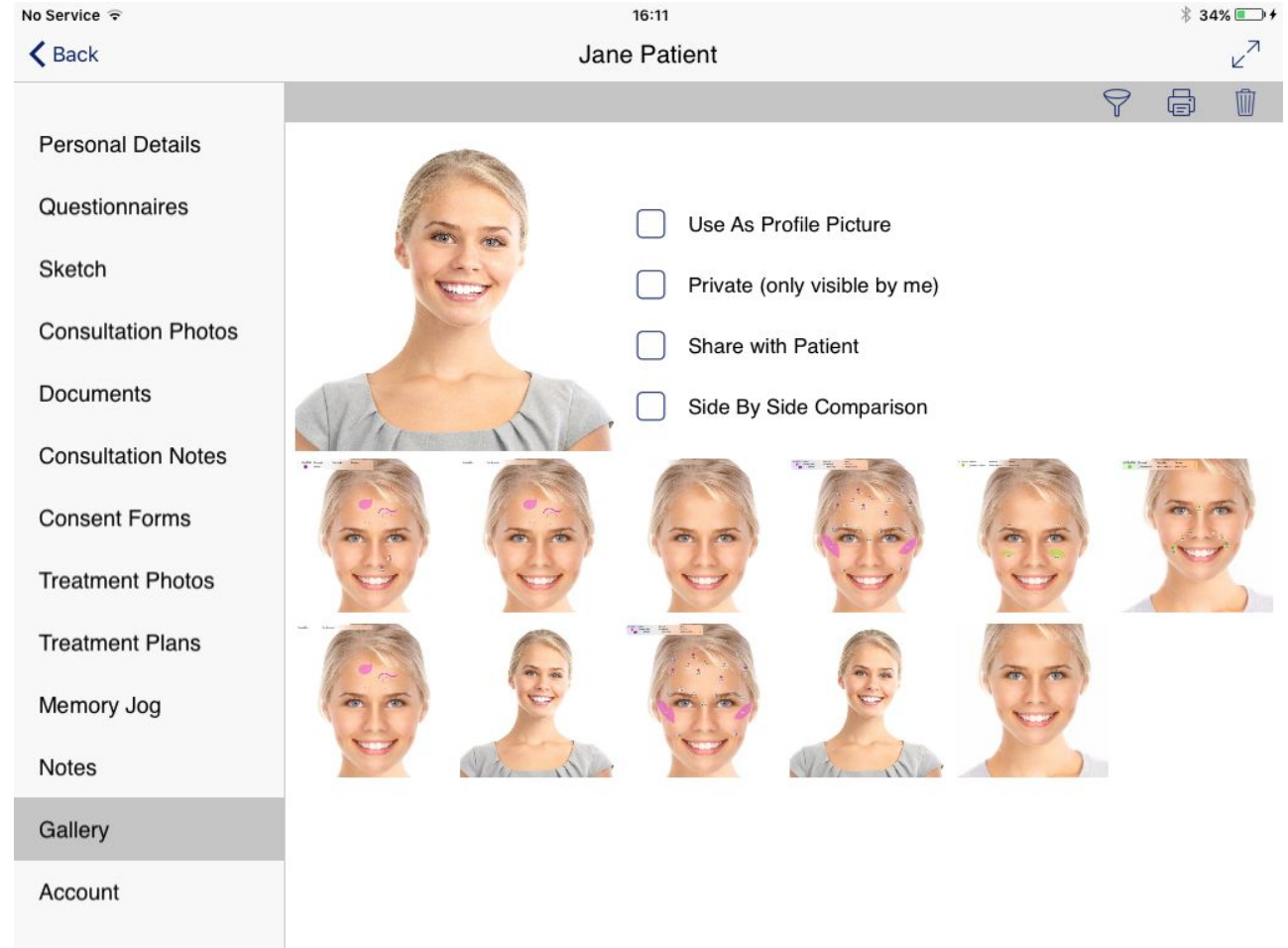
All your Patient Photos

Photos from both Consultation Photos & Treatment Photos will appear on this page.

The tick box options are:

- Use as Profile Picture - will assign this image to the Patient Record Profile Image
- Private - Will limit visibility of the photo to the logged in Practitioner only. This extends to the Control Centre as well.
- Share with Patient - will allow the patient to view this photo on the Patient Application
- Side By Side Comparison - Select your first photo, tap the tick box and then select a second photo. They will be loaded side by side, and can be independently manipulated to show the patient their improvement.

The Main image can also be printed & deleted using the icons on the top right of the screen. You can search by Treatment using the filter icon.



Account

Invoices & Prepayments

Invoices and Prepayments can be created through the Practitioner app as well as the Control Centre.

Add any required price list items by tapping on 'Add item'. A list of available items will appear. A discount or new total can be applied.

If the invoice is to be completed later, tap the 'tick' to save. The invoice can be completed on the Control Centre by another Team member if required.

If payment is taken at the time, select a 'payment method' and tap 'Approve & Pay' to complete the purchase.

All invoicing functionality is available on the Control Centre.

No Service

16:12

34%

×

✓

3 July 2018

Lines and Wrinkles

Created By: Dax Giornandi

Jane Patient

Lines and Wrinkles

48 Church Street

Weybridge

United Kingdom

KT13 8DS

01932 481 081 | contact@consentz.com

	Price	Quantity	Discount	Total
Botulinum Toxin (One Area)	£1.00	1	0%	£1.00
Tap to add Item				
Payment Method				Approve & Pay Total £1.00

