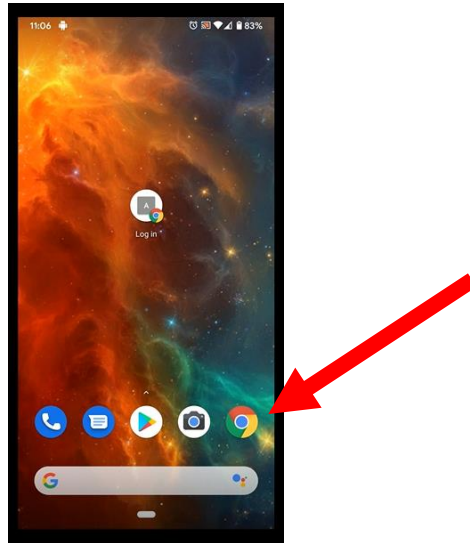
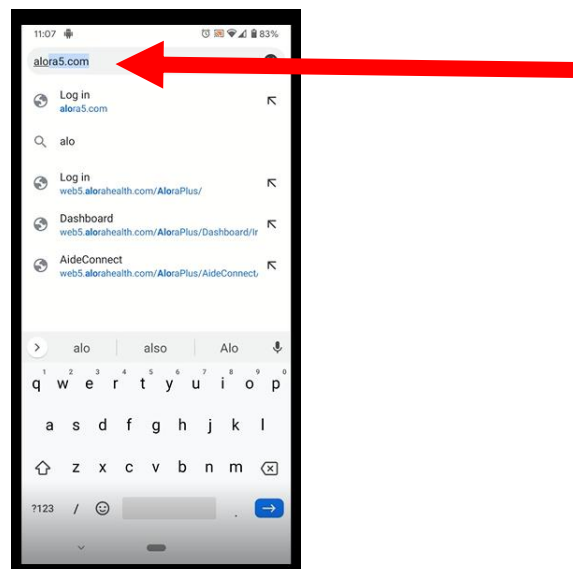


How to complete a visit using AideConnect

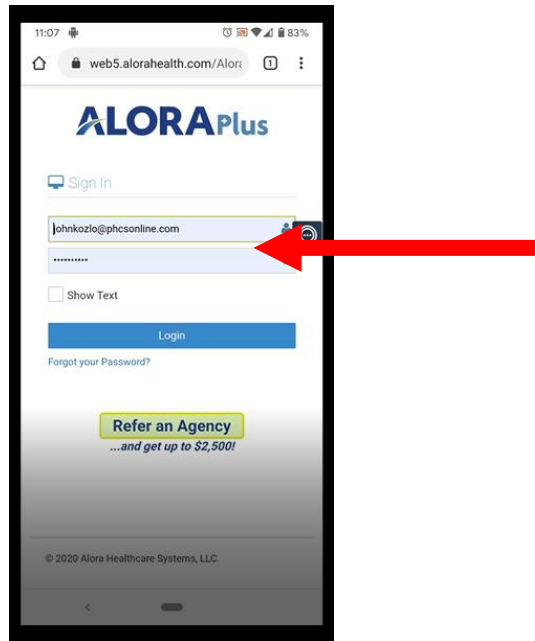
Step 1: Open your browser on your smart phone (Chrome, Safari, FireFox, Edge, etc) by clicking on the app icon.



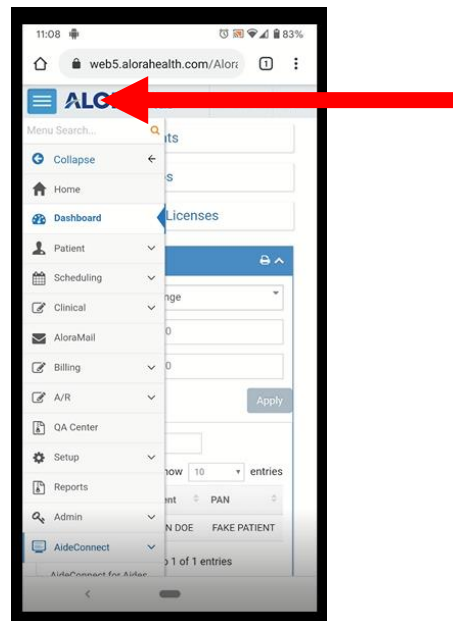
Step 2: Type "alora5.com" into the search field hit enter



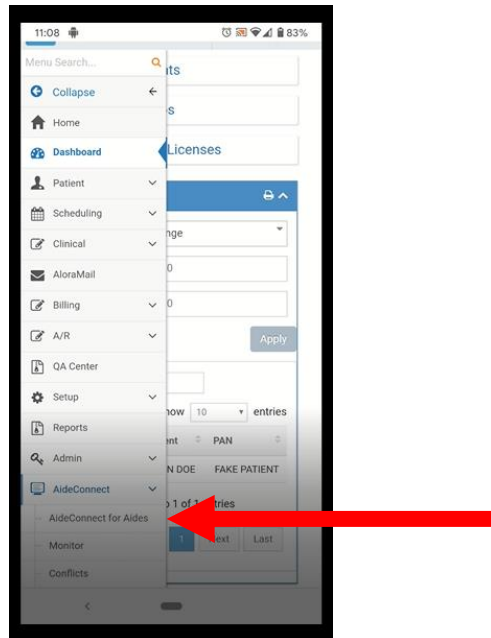
Step 3: Type in your username (email address) and password



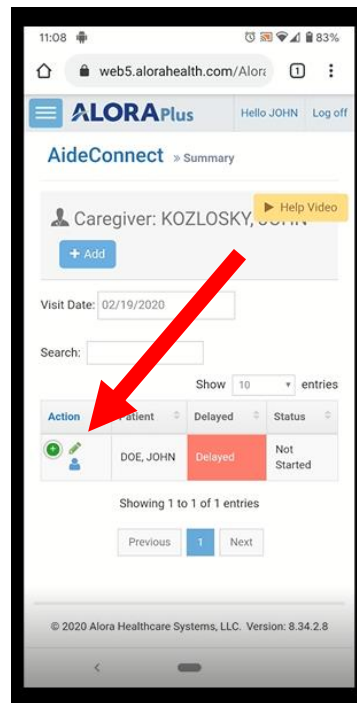
Step 4: Click on the 3 horizontal line button:



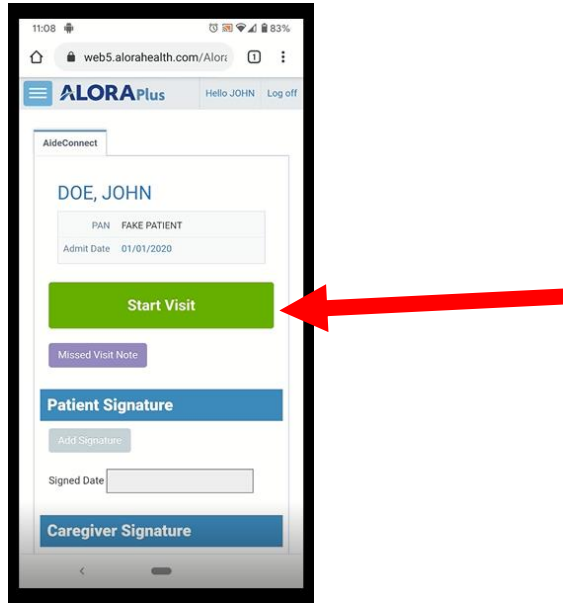
Step 5: Select “AideConnect ^v” then click on “AideConnect for Aides”



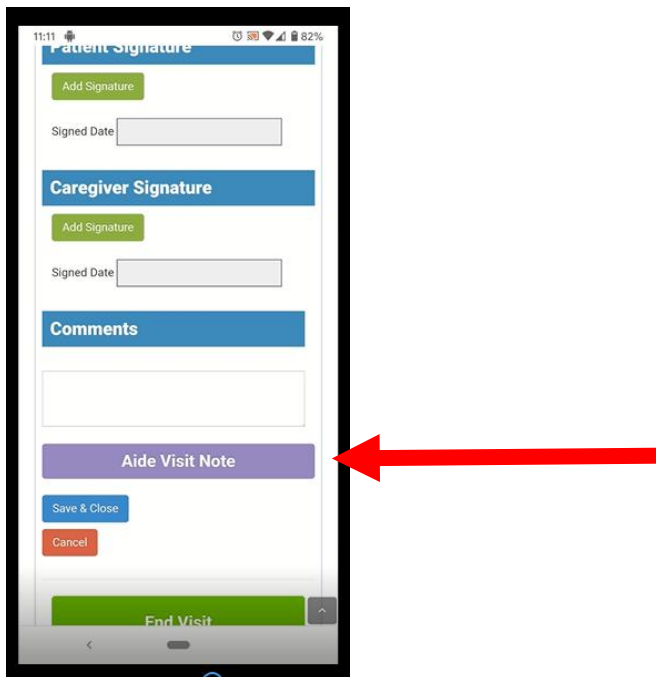
Step 6: Find the patient AND correct visit time (AM or PM visit) and click on the green pencil icon



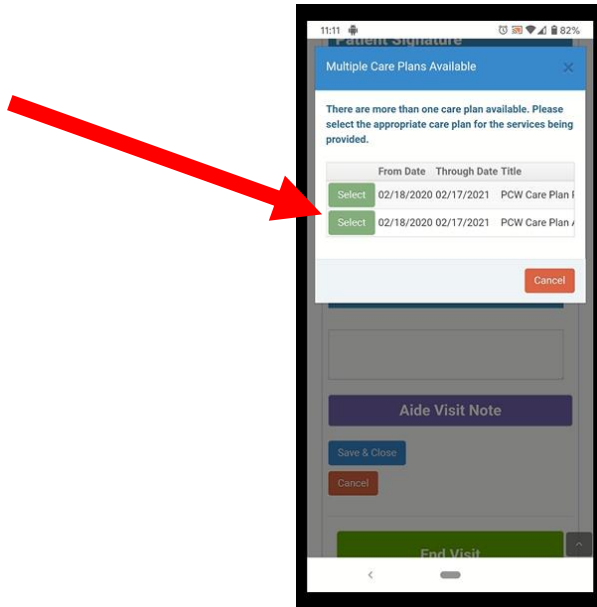
Step 7: THIS IS IMPORTANT – You are now in the patient’s home and are going to start your visit. Click on the Green “Start Visit” Button. This will record the time and your GPS coordinates. You can now log off or close the browser and start caring for your patient.



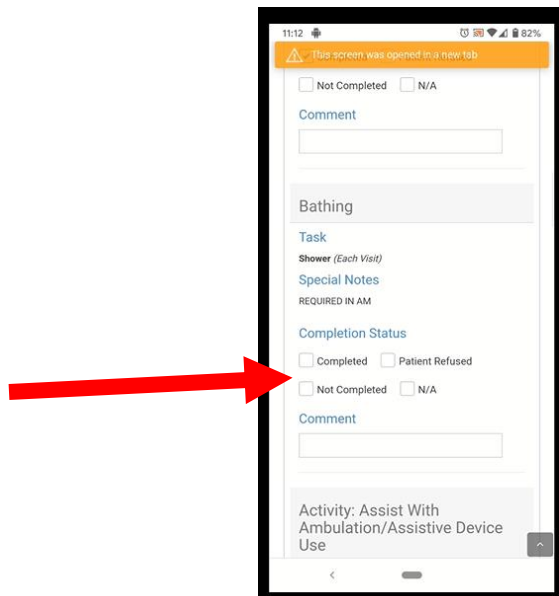
Step 8: Approximately 1-5 minutes before the end of your visit log back into AideConnect (see steps 1-6). Then click onto the “Aide Visit Note” button.



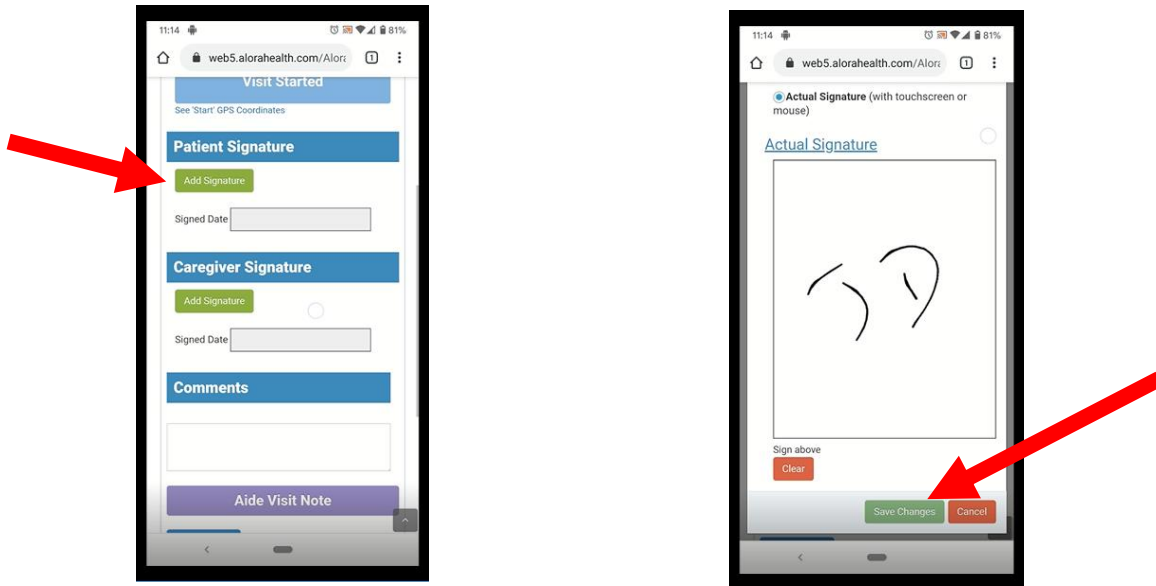
Step 9: A screen will pop up asking to select the Care Plan for your visit. If there is more than one visit per day for your patient you may see multiple Care Plans. You need to select the care plan for your visit. In other words, if you are seeing the patient for the AM visit you should select the AM Care Plan.



Step 10: Your visit note will now pop up. You will see each task that is on your Care Plan displayed within your note. You MUST ADDRESS EACH TASK by making a selection (completed, patient refused, not completed or n/a). Under the special notes section it will display if the task is PRN (as needed or per client request) or REQUIRED – if the task is REQUIRED it must be completed on your visit note.



Step 11: After you have addressed every task on your note. Click the “add Signature” button under the patient signature heading. A screen will pop up, the patient should then sign your note with their finger or a stylus and you will click the “save changes” button. After the patient signs the note you will then click on the “add signature” button under the Caregiver Signature heading and sign your note with your finger or a stylus and click the “save changes” button.



Step 12: After you have finished our note, collected your patient’s signature and your signature you can complete your visit and leave the patient’s home. THIS IS IMPORTANT: Either immediately after or before exiting the patient’s door you need to click on the “END VISIT” button. This will again record the time and your GPS location. You are now done with your visit.

