

## Getting Started

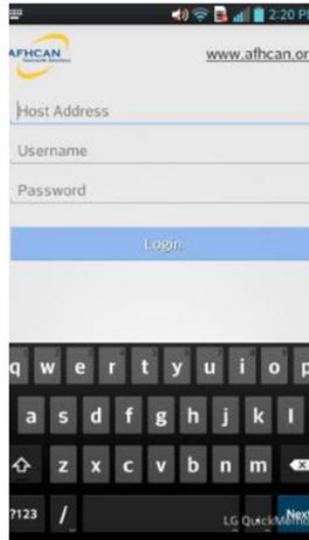
Download the AFHCANmobile Android app from the Google Play Store. Once the app is installed, tap the icon to open it.

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

### Login Screen

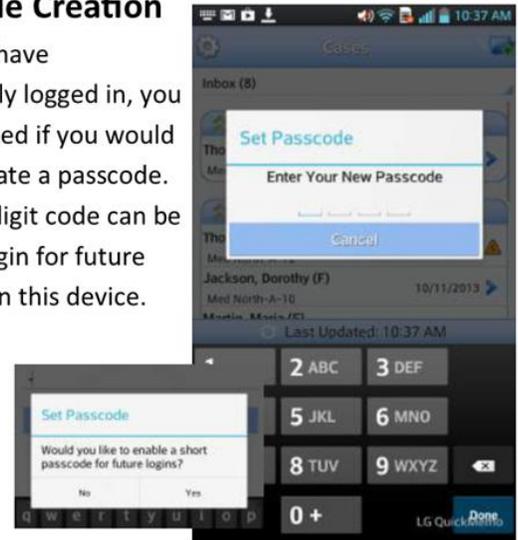
The first time you login, you will be required to:

1. Enter your network address.  
(Ex: *organizationname.afhcan.org.*)  
Contact your local IT department for your network address.
2. Enter your username and password. (*Your username and password is the same as the AFHCANweb/cart software.*)



### Passcode Creation

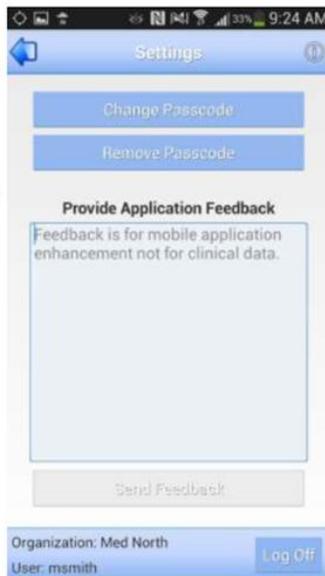
After you have successfully logged in, you will be asked if you would like to create a passcode. This four digit code can be used to login for future sessions on this device.



### Settings

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

1. Change your passcode
2. Remove your passcode
3. Provide application feedback to AFHCAN
4. LOG OFF



### 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. (*Use down arrow to select and view specific folders.*)
2. **Sent to Me:** Lists cases sent directly to you; and are not currently 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. (*Cases sent to groups must be "taken" before any other action can be completed.*)
5. **Refresh:** Tap the refresh symbol to update all case information.

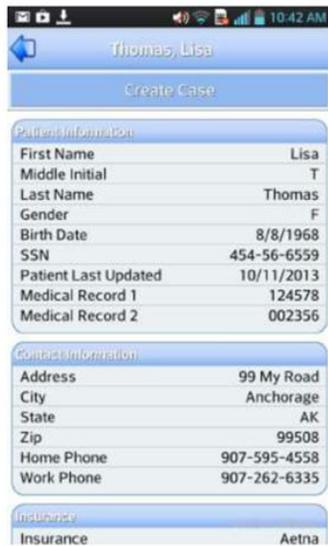


**Note: Logging off will clear the application of login data and will require a login with your full username and password the next time you activate AFHCANmobile.**

**\*\* You may be able to access AFHCANmobile from outside your organization using your device's mobile data. Contact your I.T. Department for more information**

**Create Case & Search**

1. Press on the folder sign in the upper right corner of the home screen.
2. Select either Real or Test patient.
3. Search starts automatically after three or more characters are entered. *(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. *(Demographics cannot be edited from AFHCANmobile.)*
6. Tap **Create Case** at top of screen.



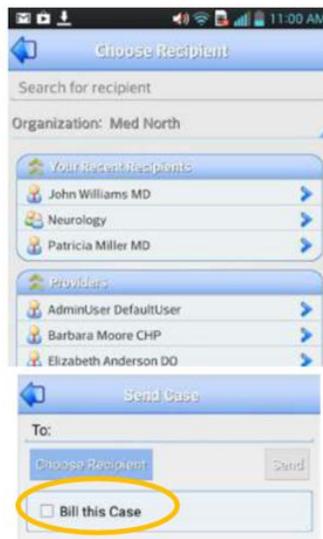
**Case Actions**

1. **Back Arrow:** To return to the previous screen. *(This option exists on various screens)*
2. **Send:** Select the organization, then the user group
3. **Hold:** Cases on hold can't currently 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:** Tap for name of case creator.
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. *You may use the phone's dictation feature for this.*
  - B. **Add Photo:** You will be prompted to either:
    - Take a Picture using the mobile device's camera. ***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.***This image will remain on your mobile device.***
  - C. **Add Form:** 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](http://www.afhcan.org/support.aspx) for more information about Managing Case Options.



**Send (& Bill This Case)**

1. After selecting **Send**, select the individual or group recipient. The arrow expands the recipient's information.
2. Tap on the username or group you want selected.
3. Tap the **Send** button
4. If patient profile linked to ANMC Cerner, you will see **Bill This Case**. Click to have a case summary sent to get an encounter created and the information put into the patient's Cerner record.



**Archive**

1. When a case requires no further communication, 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.**

