Setup & Using a Tablet PC, iPad or Android tablet for Patient Registration

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Overview

The Infograbber application will make your office entirely paperless and save your front office staff a tremendous amount of time. Your patients will complete their patient information, medical history, and pain history all on the tablet pc. Patients may also sign any additional forms on the tablet, including the consent for treatment, financial policy, privacy policy, etc. The digital signature is HIPAA compliant, so there is no need to save paper forms. All information transfers automatically from the tablet pc into TDO. Please follow the instructions below to have the best experience possible with your tablet pc.

Tablet PC setup

1) Configure your tablet pc as any other workstation on the network is configured.

2) Create the Infograbber shortcut on your desktop: go to Start menu (bottom left),

Programs, The Digital Office, Infograbber, and then right-click on Infograbber to “Send to Desktop (create shortcut)”.

3) Hide or delete all icons on the tablet pc desktop, except for the Infograbber shortcut.

4) Tell your IT Professional that when they install the tablet pc to access your office network, make sure the wireless router has the proper security settings. This will prevent unauthorized people from accessing your office network.

5) Make sure the TDO version in the tablet matches the version you are currently using in the office. If you upgrade to a later version of TDO, you must upgrade the tablet as well.

6) Before your patients begin using the tablet pc, please go through all areas of the application as a “test” patient, so that you know how it works. Your patients will have questions, so it is best for your staff to be as knowledgeable as possible about the tablet pc application.

7) You need to specify and format the additional forms that you would like the patients to sign on the tablet pc; for example, the consent for treatment, financial policy, privacy policy, etc. There is no limit. Please read the instructions below on how to set up these forms in TDO.

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iPad / Android Tablet Setup

TDO has designed a Web-based Infograbber you can access online. Follow the steps below and begin

using your iPad / Android /Surface tablet today.

Requirements: You will need to have Cloud Services with TDO. This feature will only work with TDO version 11.250a or higher

1) Go to your website.

2) Go to the patient registration login page.

3) In the address bar, replace PatientLogin.aspx at the end with Infograbber. Example: https://www.tdo4endo.com/xxxxx.com/Infograbber.

4) When the login screen opens on the iPad / Android / Surface tablet, please enter the same username and password that you use to log into TDO. You will want to keep this login private (Do NOT give this login to the patient). Username and Password is Case sensitive.

How to Set Up Additional Forms for Patients to Sign

To set up additional forms or make changes to the existing ones, in TDO, go to Program Setup, Policy/Consent, and first open Categories. Here, you need to list all of the forms you would like your patients to sign. Make sure to click “Show in Infograbber” to have the forms appear in the tablet pc.

Then, go to Program Setup, Policy/Consent, Text. Here you need to select the proper form from the drop-down list and include the appropriate text in the blank box below. Please know that you can reopen these forms and make changes at any time. If you already have the text you like to use, simply copy the text (Ctrl-C) and then paste the text in the box (Ctrl-V) to click Save!

Before giving the Tablet PC or iPad / Android / Surface tablet to the Patient

Go to the Infograbber icon on the desktop or the Web link for the Infograbber (you will need web services for the online Infograbber) and log in using the TDO user’s Login Name and Password. After logging in, select the patient who needs to complete his or her information. Select by typing the first few letters of the patient’s first or last name. Now that you have selected the patient, you have the following default options selected: Patient Registration, Medical History, Pain History, and Consent Forms that the patient may need to sign. If you don’t want certain options to be filled out and signed, feel free to unselect them.

Giving the Tablet PC or iPad / Android /

Surface tablet to the Patient

Hand the tablet pc to the patient (Depending on the tablet your office is using, patients may either stand at the front desk and complete their information or sit down in the waiting room with the tablet pc, iPad, Android, or Surface tablet). Explain the steps to the patient. We have designed a script for you to use: "We have our patients complete their information on a tablet pc computer or iPad/Android/Surface tablet. This computer is lightweight like a laptop, so you may either stand or sit to fill out your information. The tablet pc is a 'touch screen,' so simply touch the screen with this pen to answer the fields and type information on the keyboard when needed. First, you will complete your patient information, and when you are done, click the bottom right corner "Finish" to move to the next page. The tablet will automatically move you through to the next step. If you have any questions, please ask me immediately. I would be glad to help you."

Explain to the patient how to use the tablet, so they can see how it actually works. You may need to assist them after they get started and answer any questions they may have. Overall, this is much faster than having the patient complete their information on paper, having the front office transcribe the paperwork into TDO, and then scanning each of the documents. You will be amazed at how much time the tablet pc saves!

Where Does the Information Transfer into TDO?

All of the information is transferred automatically into TDO as the patient completes each section. Here is a brief outline of where the information is transferred to in TDO:

1) Patient Information: transfers into the patient's main screen in TDO. You will need to check grammar after the patient has finished this section in the tablet pc. For example, change "po box" to "P.O. Box" and so on.

2) Medical History: transfers into the patient's medical history in TDO. Go to the "Medical History Summary" page to see the patient's digital signature.

3) Pain History: transfers into the patient's pain history in TDO. You can open the "Pain" page or the "Pain History" Page to review the information and signature.

4) Policy/Consent: transfers into Main Data, Review Policy/Consent Signatures. You can also review the consent signature on "Case Presentation" page.

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