

PalmPilot QuickStart

PROPER USES FOR THE PALMPILOT

1. The PalmPilot should be used for visits notes that require YES or NO answers, and NOT MUCH TEXT.
2. The PalmPilot should be used for visits notes that require just a check-off to indicate that a task or intervention was performed.
3. The PalmPilot IS INDICATED for home health aides, and nursing and therapy assistants that DO NOT perform any assessments.

THE PALMPILOT IS NOT USED FOR...

1. The PalmPilot IS NOT USED for OASIS, Evaluations or visit notes that require an assessment.

PREPARE FOR DOWNLOAD TO THE PALMPILOT

Requirements before downloading:

1. OASIS SOC or ROC has been completed; a careplan has been created and related visits have been scheduled on the on-line calendar.
2. The employee has a skill assigned (**MHCB > Agency > Employee List > Employee > select skill**)
3. The PalmPilot is connected to the computer via the USB cable and is turned ON.
4. The **Palm Desktop** software is installed on the computer where the download will occur.
5. The Palm **HotSync Manager** is running on the desktop.
6. Visits are assigned to the person on the day of the download.

DOWNLOAD TO THE PALMPILOT

1. Prepare today's schedule: log into MyHomecareBiz.com > **Schedules** > **Prepare PDA Schedule** > **Create**
2. Right-click the PalmPilot hyperlink and select Save Target As...
3. Save file as PalmPilot.tab in C:/Program Files/PowerPath 4.8/HHA PowerPath (make sure all files type = all files or tab, NOT text)
4. Delete all entries in the PalmPilot Desktop. **Palm Desktop** > **Address** > Select All > **Delete**.
5. Import PalmPilot.tab into the Palm Desktop. **Palm Desktop** > **Address** > **File** > **Import** (navigate to C:/Program Files/PowerPath 4.8/HHA PowerPath).
6. Open **Palm Desktop** > **Address** > **File** > **Import** (navigate to C:/Program Files/PowerPath 4.8/HHA PowerPath/PalmPilot.tab) > **import**.
7. **Palm Desktop** > **HotSync** > **Custom** > **System** > **Desktop overwrites handheld**.

In the PalmPilot...

1. Click the Home icon > **HotSync** icon > (import) **HotSync** icon > **Address** icon
2. Click the item and, if it is a Vital Sign, record the reading data under READING. Use the number pad if necessary. Use the notes tab if necessary to record a reading: click Reading, use number pad
3. To check that the intervention was performed: click NOT-DONE and, on the writing pad, write "V".
4. To write a note: click note tab and either use handwriting or letter pad.

Upload back to MyHomecareBiz...

1. In the PalmPilot, click the Home icon > **HotSync** icon > **HotSync**
2. Open **Palm Desktop** > **Address** > (select all the entries) > **File** > **Export** (navigate to C:/Program Files/PowerPath 4.8/ > HHA PowerPath).
3. Save the file as **Export.csv** (file type CSV).
4. Open PowerPath and click the **PDA Upload** button on the Upload/Download page.