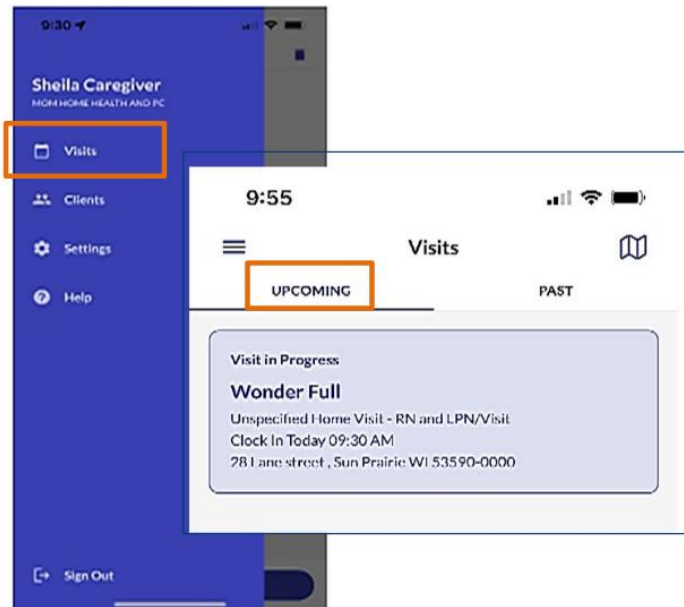


# Completing a Sandata Visit

## Complete a Visit

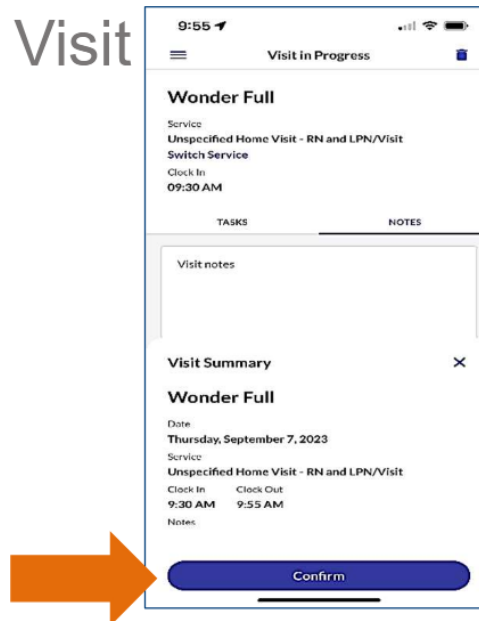
- Log in.
- Open the menu icon and select Visits.
- Use Upcoming tab.
- Tap on the visit.



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## Complete a Visit

- Tap **Confirm**.



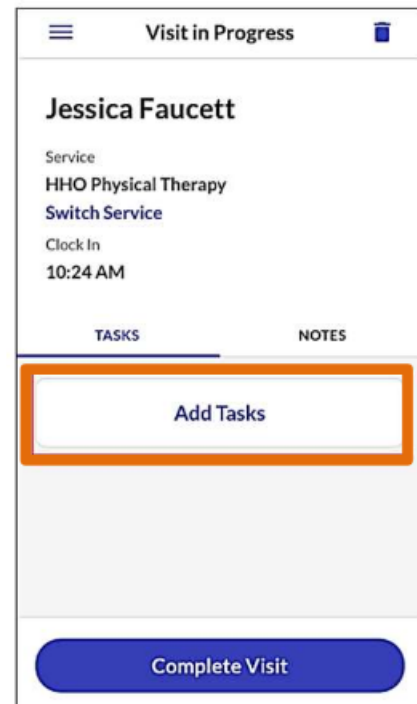
30

IF, you began or ended session at a different location than the home, please follow these instructions:

## Tasks and Notes Option

When ending a visit:

- Select Tasks tab.
- Tap **Add Tasks**.
- Select from the list.
- Tap **Done**.



The screenshot shows a mobile application interface for a 'Visit in Progress'. At the top, there is a header bar with a menu icon, the text 'Visit in Progress', and a trash icon. Below the header, the client's name 'Jessica Faucett' is displayed. Underneath, the service details are listed: 'Service: HHO Physical Therapy' and 'Switch Service'. The clock-in time is shown as '10:24 AM'. The interface has two tabs: 'TASKS' and 'NOTES'. The 'TASKS' tab is currently selected, and within it, the 'Add Tasks' button is highlighted with an orange rectangular border. At the bottom of the screen, there is a large blue button labeled 'Complete Visit'.

You will select “alternative location” and check the box. Then go to notes, and add the address if possible/the place you ended and why. EX: Client earned an outing and ended at the library.

Then select, complete visit.

The image shows a mobile application interface for a healthcare visit. At the top, the status bar displays the time 4:32, signal strength, Wi-Fi, and battery icons. Below the status bar, a navigation bar includes a back arrow labeled 'TestFlight', a hamburger menu icon, the title 'Visit in Progress', and a blue square icon. The main content area displays patient information: 'Mount Thomas' in bold, followed by 'Service', 'Mechanical Vent Care/Hour', 'Switch Service' (in blue), 'Clock In', and '04:32 PM'. Below this, there are two tabs: 'TASKS' and 'NOTES'. The 'NOTES' tab is selected, showing a text input area with the placeholder 'Visit notes'. At the bottom, there is a large blue button labeled 'Complete Visit'.

4:32

TestFlight

Visit in Progress

**Mount Thomas**

Service

Mechanical Vent Care/Hour

Switch Service

Clock In

04:32 PM

TASKS

NOTES

Visit notes

Complete Visit