
This Quick Reference Guide (QRG) reviews how to document the start and end of a patient visit in Netsmart.

Start and End a Visit

When entering a patient's home, you will need to document the start of the patient visit; conversely when leaving the home, you need to document the end of the visit.

Common Buttons & Icons

	Start Visit button
	End Visit button
	Undo arrow

Start a Visit

➤ From the Today screen:

STEP 1: Tap the visit type displayed on the patient's visit line.

- The patient's chart displays.

STEP 2: Tap **Start Visit**.

NOTE: Tapping **Start Visit** logs your start time and GPS coordinates for **Electronic Visit Verification, or EVV**, which is required by the state of Maine.


STEP 3: Proceed with the patient visit.

Undo a Visit

➤ If you need to return to the Today screen and undo the start visit action, from the Today screen:

STEP 1: Tap Today in the upper left-hand corner of the screen.

STEP 2: Tap the  arrow on the patient's visit line.

- A Confirmation to Continue message displays. Tap **Yes**.
- The time and  arrow no longer appear on the patient's visit line.

STEP 3: Navigate back to the patient chart and repeat the Start a Visit steps.

End a Visit

➤ From the patient chart screen:

STEP 1: Tap **End Visit**.

STEP 2: Have the patient or applicable caregiver sign the screen.

STEP 3: Tap **Done**.

NOTE: Do not tap **Done** to end the visit until you leave the home. This will allow for the actual time you leave to align with the EVV system.