

User Guide



My Homecare

by Geneva Healthcare

Dash Board

Once logged in, you will be presented with the dashboard view. From here you can:

- View your past, current or future care calendar
- Book a new visit
- Search for Support Workers in the area, and access their account to make any changes or updates

The dashboard shows a welcome message for Mike and navigation links: VIEW MY CALENDAR, BOOK A NEW VISIT, FIND SUPPORT WORKERS, and MY COMMUNITY. Below is a calendar for 'This week' (Mon 22 to Sun 28) with a message: 'No bookings this week. Would you like to add one?'. A 'My favourites' section is also visible.

The 'New booking' form includes fields for Day (5 Nov 2018), Start time (Flexible), Duration (Unsure), Repeat (None), and Services required. It also has an 'Additional notes' field and a question: 'Would you like to choose your support worker(s) or let our coordinators find the best match based on your requirements?' with radio button options: 'I'd like to choose my own support worker(s)' (selected) and 'Please find the best match for me'. Buttons for 'CANCEL' and 'CONTINUE' are at the bottom.

Book A New Visit

You can book any additional private care you may need. The option of day, start & end time, duration, if and how the appointment is to repeat, and the services required are all available.

You have the option to choose your own Support Workers to best match your needs. When searching for Support Workers, you may filter the search based on gender, languages spoken and skills.

Find Support Worker

Support Worker profiles show their location, skills and training, languages spoken and their driver license details.

Once all details of the booking and Support Worker are completed, you confirm the booking request which is sent to the My Homecare Team. All booking requests, changes and cancellations are pending until reviewed and confirmed by Geneva's Coordinators team.

The profile for Jane Doe (Mt Eden) includes a 'BOOK JANE' button, 'Skills & training' (Hoist, Topical medication administration, VCA approved, Medication competency, Challenging behaviour, Epilepsy management, NZQA qualification level 2), 'Languages' (English), 'Transport / Driver licence' (Full Licence, Own Car), and an 'Availability this week' calendar showing slots for Mon, Tue, Wed, Thu, and Fri.