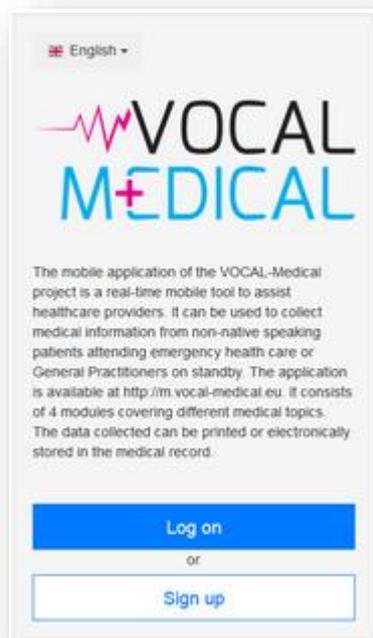**Vocationally Oriented culture and language in the Medical Emergency Sector (VOCAL-Medical)**
Project number: 2013-1-IE1-LEO05-06093

VOCAL-Medical Mobile

User's manual

Contents

Introduction

The Vocal-Medical mobile application is a real-time mobile tool to assist healthcare providers in the Emergency Department and attending to emergencies to collect medical information from non-native speaking patients. The application is available at http://m.vocal−medical.eu. It consists of 4 modules covering a range of medical topics. The data collected can be printed or electronically stored in the medical record.

Getting Started

The mobile address for the mobile application of the VOCAL−Medical project is: m.vocal-medical.eu. On the VOCAL−Medical Mobile you are initially presented with two buttons. The first button is used to log in, the second is used for registering a new account. You can change the interface language by clicking on the left top button.

Logging in

You can log in at m.vocal−medical.eu by providing the email address and password which you used to sign up. If you forget your password, you have the option to change it. This is done by clicking on the "*Forgot your password?*" link.

Signing up

Step 1: Go to vocal−medical.eu.
Step 2: Click "*Sign up*" button. You should see registration form.
Step 3: If you want to leave registration, click "*Discard*" button, you will come back to the front page. Otherwise skip to step 4.
Step 4: Fill the fields. Fields like email and password are mandatory, others are optional.
Step 5: Click "*Send*" button. If your account has been correctly created, you can proceed straight to the log in page. You will receive an email with your password, that you used for registration.
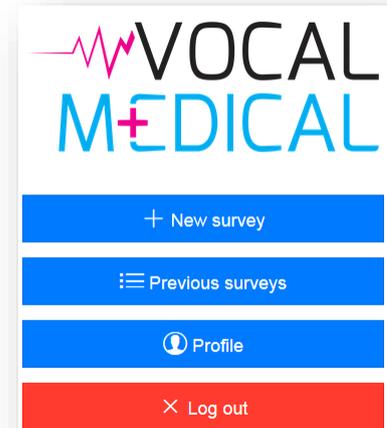
User panel

After you log in, you can see four buttons.

Button "*New survey*" starts a new questionnaire.
Button "*Previous survey*" edits or continues a previously started survey.
Button "*Profile*" edits your profile data.
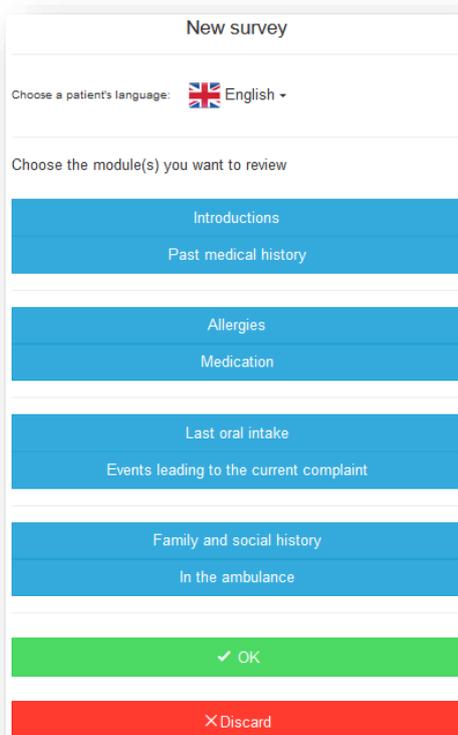Button "*Logout*" logs out from your profile.

Creating new survey

Note: When you create new survey, you can choose which modules you will use in your survey. Additional modules can be enabled later by using "Edit survey" link – please read on for details.

Step 1: Click "*New survey*" in main menu.
Step 2: If you want to leave a new survey created, click "*Discard*" button. You will be redirected to the main menu. Otherwise skip to step 3.
Step 3: Choose a patient's language by clicking the button on the top of the screen. You can choose from one of nine languages: Bulgarian, English, Flemish, German, Lithuanian, Polish, Slovene, Slovak and Turkish.

Step 4: Choose the module or modules for survey, clicking on a button with module's name. If you want to deselect module, you have to click on it for the second time. Module "*Introductions*" is mandatory. In this module the patient will be asked about his/her name, date of birth, nationality. If you don't select "*Introductions*" module, the module will be added automatically to your chosen list of modules.
Step 5: Click "*OK*" to start the survey.
Note: The module *"In the ambulance" is unique. This module is used to gain relevant and essential information from the patient, for example in the events of place or crash. Choosing **only** this module allows you to avoid the mandatory module – "Introductions". Patients are identified by the names, given at the beginning of the survey.*

Starting the survey

After creating a survey, you will be redirected to the following content. On top of the screen, there are three buttons. The left button (⊠) is used to cancel the survey and return to the main menu. The middle button (☰) is used to quickly change the module out of those previously selected. The right button (◉) switches the language between the one being spoken by a medical professional, and the other spoken by the patient.

On the bottom of the screen, depending on the type of question, there are navigation buttons:

Previous button [⟨] – this button will take you to the previous page in the survey;

Skip button [⌄] – this button will take you to the next page in the survey, skipping the current page;

Next button [⟩] – this button will take you to the next page in the survey;

On the first page, there is an introduction text, with question about the consent of the patient, which has to be answered to continue the survey. If the patient doesn't agree to continue the survey, by choosing an option "*No*" and clicking "*Next*" button, he/she will be redirected to the main menu. All changes from the page will be saved, if the patient used "*Previous*", "*Next*" or "*Switch language*" buttons.

Is there a friend or family member we can contact for you?

| Yes |
| No |
| I don't know |

Note: *Sometimes there will be questions, that you do not have an answer for. If necessary, you can use "I don't know" button.*

You finished module 'Introductions'

| Next module | Quit survey |

When you finish a module e.g. *Introductions*, you will see information about the end of the module. In this moment you can end the survey by clicking "*Quit the survey*" button, or you can continue current questionnaire, by clicking "*Next module*". If you click "*Quit the survey*", you can finish the survey later (more in the chapter "*How to review / edit the survey?*").

List of completed surveys

A list of all the surveys is available after clicking "*Previous surveys*" on the main screen of the application. On the right side there are functionality buttons, described below.
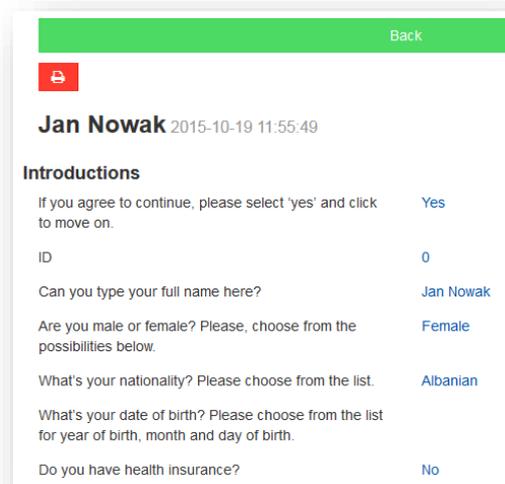
How to review the survey in a printout version?

Note: In the printout version you can see all surveys in a text form. You can also print all the survey on your printer.

Step 1: From the main menu choose "*Previous surveys*". You will be redirected to the list of surveys.
Step 2: From the list of surveys find a relevant survey.
Step 3: Click on the patient's full name, and you should be redirected to the survey's content in printable version.
Note: If you want the survey printed, you should click the red button with *printer icon.*

How to review / edit the survey?

Step 1: From the main menu choose "*Previous menu*". You will be redirected to list of surveys.
Step 2: From list of surveys choose the most relevant survey.
Step 3: Click "*Edit*" button, and you should be redirected to surveys' main menu.
Step 4: On the survey's main menu you have the ability to change the set of modules that will be used.
Step 5: Click *"OK"* button, to start filling in the survey, including answering new questions and changing answers that had already been given.

How to delete the survey?
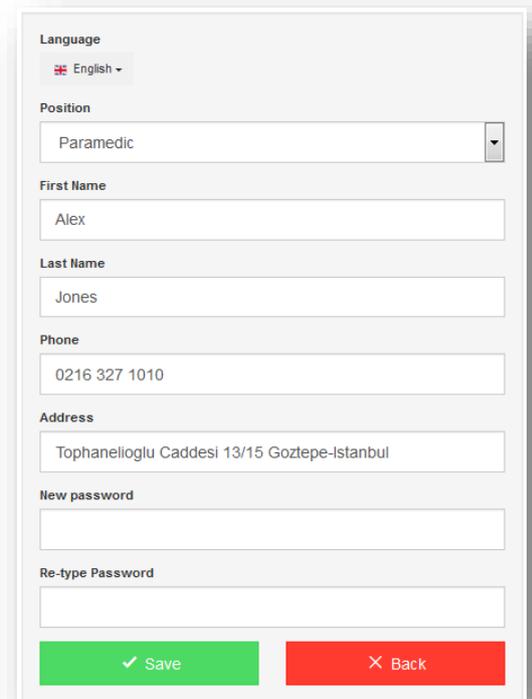
Note: Deleted survey can't be recovered.

Step 1: From the main menu choose "*Previous menu*". You will be redirected to the list of surveys.
Step 2: From the list of surveys find the survey to delete.
Step 3: Click a button with trash icon.

Profile

In the profile page it is possible to edit basic data on your account.