

Paper visit record

Sehnam Home Care
Form DT-1 · one form per visit

Use only when the app cannot be used. Phone the office when you arrive and when you leave if you can. Enter this form in Sehnam yourself as soon as the app works again (visit page -> "Enter from a paper form"), or hand it to the office within 24 hours.

Something urgent or unsafe? Phone the coordinator now. Do not wait to fill in or transcribe this form.

Medicines: chart them on the paper medication record (DT-2), never on this form.

Date	Patient number (PAT...)	Patient initials	Area
Your name		Staff number (EMP...)	Planned time
Time arrived	Time left	Office phoned at (time) / spoke to	

Why paper?

☐ Sehnam unavailable (downtime) ☐ No mobile data or signal ☐ Phone not working or battery flat ☐ Could not sign in

Other (write it here)

Tasks

Outcome: D done · R refused · N not needed · W withheld · U unable to do · E escalated. Anything other than D needs a reason, and R, U and E need what happens next. Safety-critical tasks are never left blank.

Task (as on the care plan or run sheet)	Outcome	Time	Reason · what happens next · who you told

Short summary for the team (what went well, any change you noticed). Concerns go to the coordinator by phone as well.

Your signature	Entered in Sehnam by / date and time
Checked by coordinator / date	Differences found and how resolved

Confidential once completed. Keep it on you during the visit, then in the locked paper-records file at the office. It is kept until a coordinator has checked the Sehnam entry against it, and then handled under the paper-records rule in the downtime procedure.