


Guide to Creating and Managing Your Own Patient File with the Practitioner Software

Table of Contents

Creating Your Own Patient Files - Step-by-Step Guide	2
Practitioner Software - Step-by-Step Guide	4
Viewing Shared Patient Files - Step-by-Step Guide	6
Generating OKAPI Vouchers in the Practitioner Software (for your customers or personal use)...	7

Creating Your Own Patient Files - Step-by-Step Guide

1. Create Login:

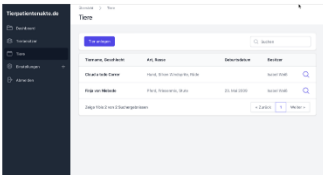


[Log in](#)
[Register](#)

SANOANIMAL.COM

Animal Data and Documentation

Have the data of your four-legged patients at hand at any time. Whether on your PC, tablet or smartphone.




- ✓ **Manage Animals**
 Manage your four-legged patients and their associated treatments.
- ✓ **Manage Owners**
 Manage owners and their animals. This gives you all the data at a glance.
- ✓ **Document Treatments**
 Document the treatments of your four-legged patients.
- ✓ **Manage Documents**
 Store various files such as PDF, JPG or PNG with your documentation.
- ✓ **Send Questionnaires**
 Send anamnesis questionnaires to animal owners to collect patient data
- ✓ **Create Feeding Plans**
 Create feeding plans with various feeds and feeding intervals.
- ✓ **Multiple Devices**
 You have access to your data via PC, tablet or smartphone.
- ✓ **Multiple Accounts**
 You can access your data from multiple staff accounts.

[Menü anzeigen](#)


- Visit the website <https://sanoanimal.com/practitioner-software>
- Click "Register" in the top right corner
- Fill out the form and click "Create Account"
- Confirm your email address via the link in the confirmation email (check your spam folder if necessary)

2. Create Practice:




[Log out](#)

[Imprint](#)



Testy Tester
 My profile



Overview

Dashboard

Registration for the OKAPI Therapist Program >> [register now](#)

No practice available

Create and assign new practice

Before you can start with the patient file, you must first create your personal practice.

[Create practice](#)

- After logging in, select the "Create Practice" button
- Enter all required information
- Online Shop Selection:
 - Regular: OKAPI GmbH
 - Therapists from Switzerland: ImFuttersack.ch
 - Therapists from Netherlands: OKAPI-Shop.nl
 - Therapists from United Kingdom: OKAPI-Shop.com

3. Add Pet Owners and Animals:

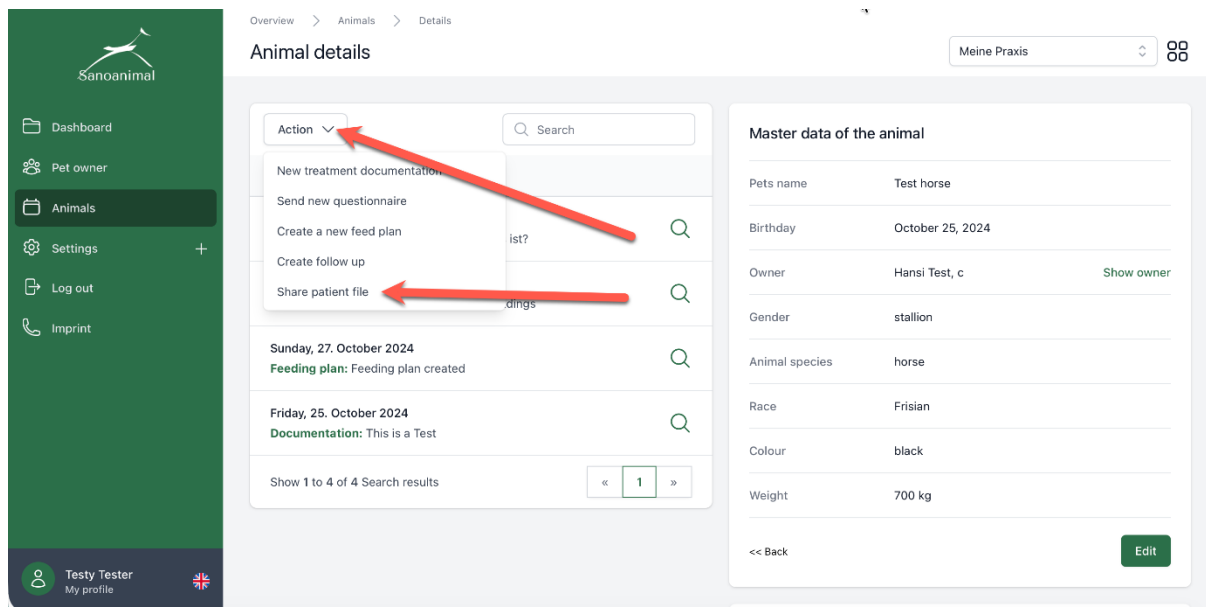
- After setting up your practice, you can add pet owners and animals as well as create documentation

Support: For questions, contact: office@sanoanimal.com

Practitioner Software - Step-by-Step Guide

Would you like to share a case file from your account with another therapist? Or submit it for Sanoanimal case studies?

1. Share case files:



- In the animal view, click "Share Patient File" in the "Action" menu

2. Select Information

- In the input field, briefly describe the case (this text will be displayed first to the person you're sharing the case with)
- Select the elements to be shared:
 - Documentation
 - Questionnaires
 - Feeding plans
 - Files/Images
- Important: Unselected elements remain invisible
- Finally, click "Share Data"

3. Manage Shared Information:

- After sharing, you can view all shared information
- Adjustments are possible via "Edit Documentation"
- To stop sharing, click "Stop Sharing"
- Voice memos are not shared

4. Share the Link:

- Pass the generated link to colleagues or the Sanoanimal team for case studies (via email to office@sanoanimal.com)
- Important: Recipients also need an established practice at <https://sanoanimal.com/practitioner-software>

5. Consider Data Privacy:

- Shared data is monitored via "Share Patient File" in the dashboard
- By default, sharing is disabled after 21 days
- If needed longer, you can extend the release in the overview

Support: For questions, contact: office@sanoanimal.com

Viewing Shared Patient Files - Step-by-Step Guide

Have you received a patient file link and would like to view a shared case?

Prerequisites:

- Access to the system (<https://sanoanimal.com/practitioner-software>)
- To view a case that has been shared with you, you need your own free practice account

Procedure:

1. Practice Created?

- Yes: Click on the received link and log in
- No: Follow the steps to create a login and practice

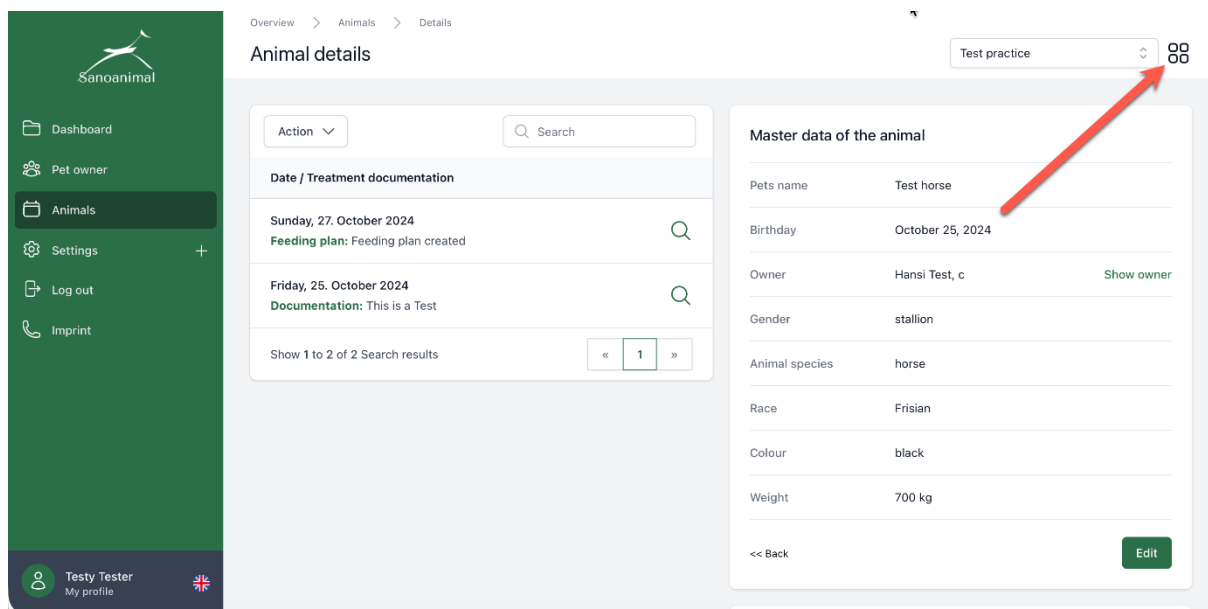
2. Confidentiality Agreement:

- Before accessing the shared record, you must confirm the confidentiality agreement
- View Data: After confirmation, you have access to the released data

Support: For questions, contact: office@sanoanimal.com

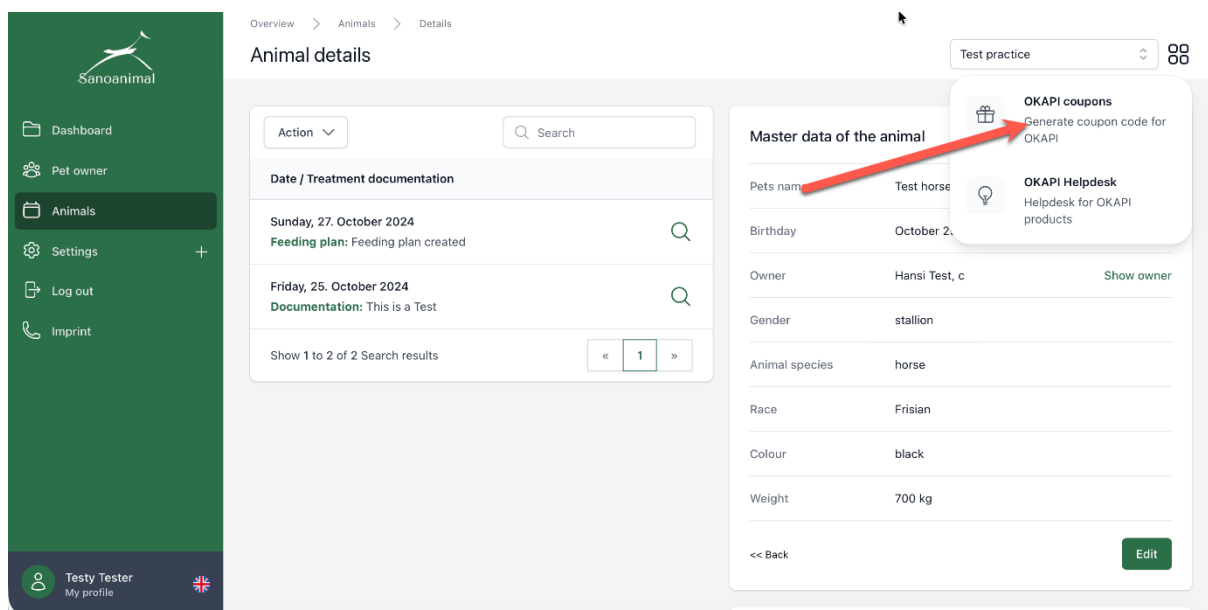
Generating OKAPI Vouchers in the Practitioner Software (for your customers or personal use)

You can generate OKAPI vouchers directly in the practitioner software for your customers and also for your personal use. To do this, first click on the four dots at "My Practice":

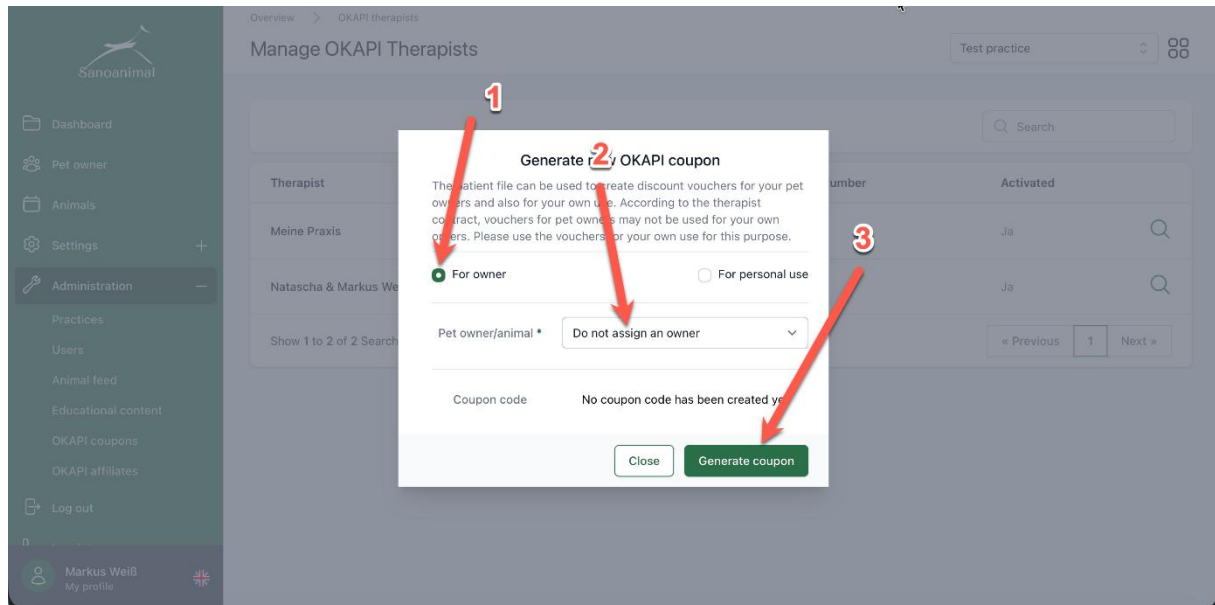


When using the voucher function for the first time, you must register once (follow the registration form).

Then you can select "Okapi Vouchers: Generate voucher code for Okapi":



After that, you can choose whether you want to assign the voucher to an owner or leave it unassigned. When you click "Request Voucher," the voucher is generated and you can pass the voucher code on to your customers:



If you want to create a voucher code for yourself, i.e., for your personal use, please check the "For Personal Use" field. When you click "Request Voucher," the voucher is generated and you can use the voucher code for your order for your personal use at OKAPI:

