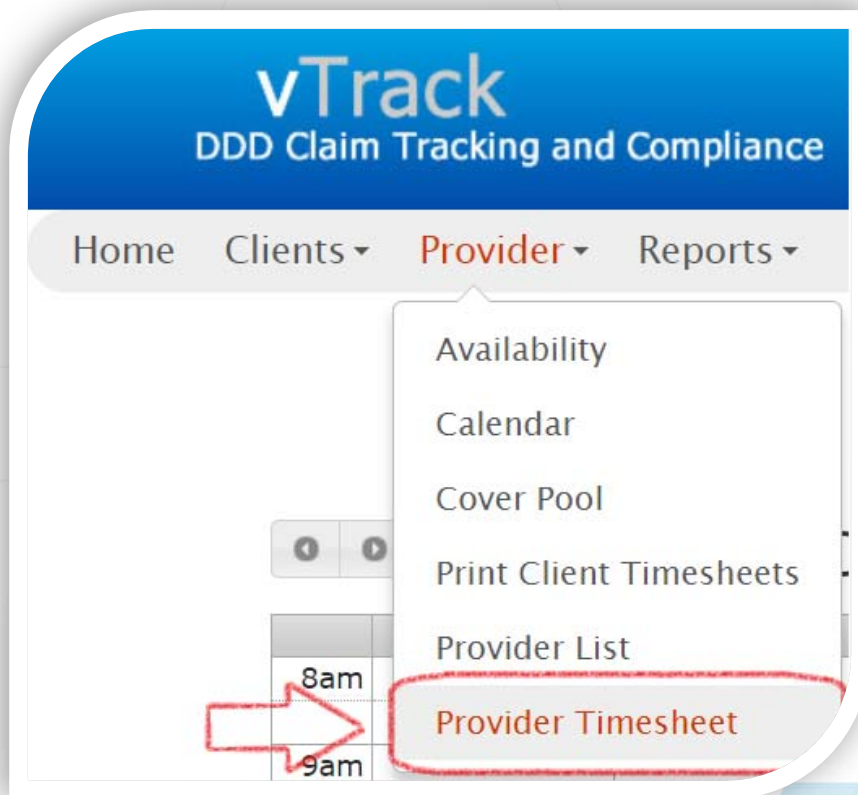


Using vTrack Timesheets

1. Navigate to the Provider drop-down menu
 - Select-> Provider Timesheet







2. Creating a New Timesheet


- Enter-> Start & End Dates
- Select-> Client from the drop-down menu
- If desired, Select-> Service from the drop-down menu (not required)
- Click-> Submit



Print Timesheet


Select the **service** date range for the timesheet


Start Date:  

End Date:  

Provider: 

Client:  

Service: 



3. Saving a New Timesheet

Timesheet details will not generate if appointments have not been set to complete (closed out). Instructions for completing appointments can be found in 'Using the vTrack Calendar, Page 3, Section 3'

Attendance Report / Time Sheet

Provider Kathy Baker
Dates: 12/1/18 - 12/15/18
Total Completed Units 5
ATC 1 - ATC - Non Family Member: 5
Total No Show/Cancel Information:
No Show/Cancel Home Sum of Units: 0

Status	Client	DOB	Service	Service Date	Start Time	End Time	Provider	CPT	Notes	Total
Completed	Darrin Bell	10/31/2001	ATC 1 - ATC - Non Family Member	12/05/2018	09:00	11:00	Kathy Baker			2
Completed	Darrin Bell	10/31/2001	ATC 1 - ATC - Non Family Member	12/12/2018	09:00	11:00	Kathy Baker			2
Completed	Darrin Bell	10/31/2001	ATC 1 - ATC - Non Family Member	12/15/2018	15:00	16:00	Kathy Baker			1

By signing below, I certify that the information in this document is accurate



- Scroll down-> Acquire the Guardian's Signature (Can use mouse or finger to sign in the grey field)
- Enter-> Name of guardian signing in the smaller box
- Enter-> Date signature was acquired
- Scroll down-> Acquire the Provider's Signature (Can use mouse or finger to sign in the grey field)
- Enter-> Name of provider in the smaller box
- Enter-> Date signature was acquired
- *The Clear and Edit boxes can be used to erase a signature and add a signature*
- Click-> Save

nt/Guardian Signature

x x Guardian Signature x x

Clear Edit

Enter your name

Date

Provider Signature

x x Provider Signature x x

Clear Edit

Enter your name

Date




Save

- You will then be re-directed to the provider portal
- Click-> Files tab
- View timesheet Click-> Timesheet .pdf




Welcome to vTrack!
Kathy Baker

Provider Info Rates Training & Certs Fingerprints & Transp. Consumer Tracking Notes **Files** Changes

[Add File](#)

File Name	Upload Date	Size	Actions
 CPR_Document_for_Provider.docx	02/13/2018 01:08 PM	12,722 kb	
 First_Aid_Document_for_Provider.docx	02/13/2018 01:08 PM	12,717 kb	
 Fingerprint_Document_for_Provider.docx	02/13/2018 01:07 PM	12,753 kb	

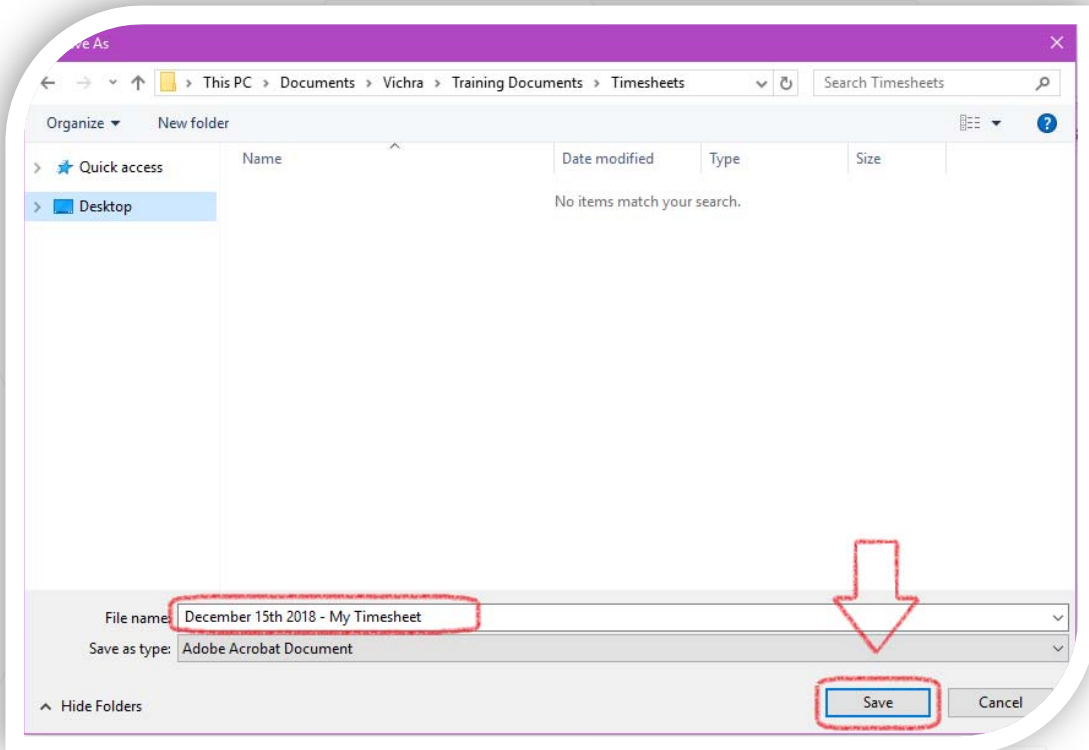
Time Sheets

File Name	Upload Date	Size	Actions
 TimeSheet 12/1/18-12/15/18	12/21/2018 01:16 PM	19,805 kb	
 TimeSheet 11/18/2018-11/19/2018	11/28/2018 09:06 AM	18,030 kb	
 TimeSheet 9/1/18-9/15/18	10/10/2018 07:50 PM	18,915 kb	



4. OPTIONAL: Printing the Timesheet

- Click-> Timesheet .pdf file
- Save-> Timesheet .pdf



- Timesheet is ready to print

Attendance Report / Time Sheet

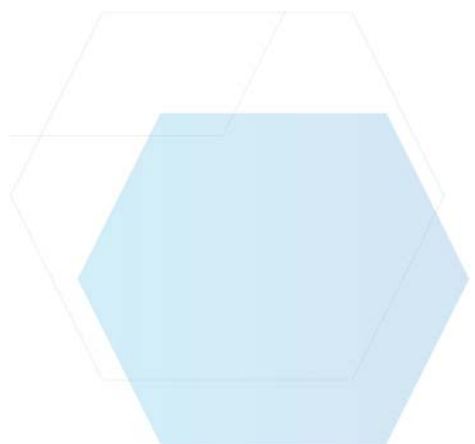
Provider [Kathy Baker](#)
Dates: 12/1/18 - 12/15/18
Total Completed Units 5
ATC 1 - ATC - Non Family Member: 5
Total No Show/Cancel Information:
No Show/Cancel Home Sum of Units: 0

Status	Client	DOB	Service	Service Date	Start Time	End Time	Provider	CPT	Notes	Total
Completed	Darrin Bell	10/31/2001	ATC 1 - ATC - Non Family Member	12/05/2018	09:00	11:00	Kathy Baker			2
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Completed	Darrin Bell	10/31/2001	ATC 1 - ATC - Non Family Member	12/15/2018	15:00	16:00	Kathy Baker			1

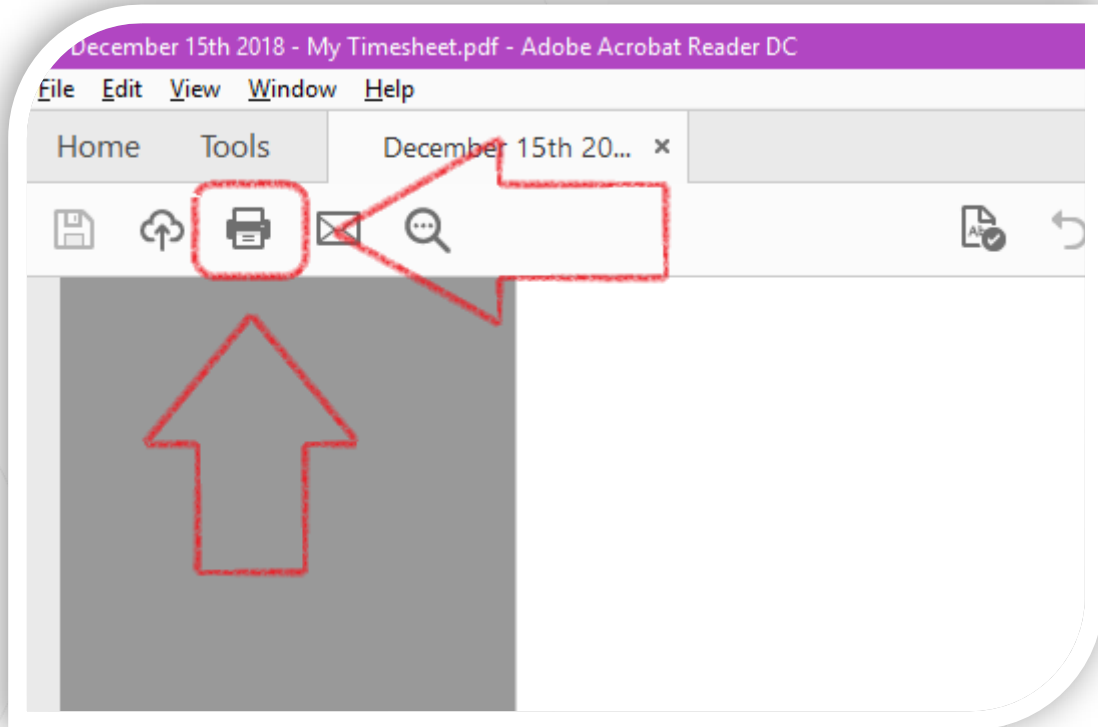
By signing below, I certify that the information in this document is accurate

Parent/Guardian Signature

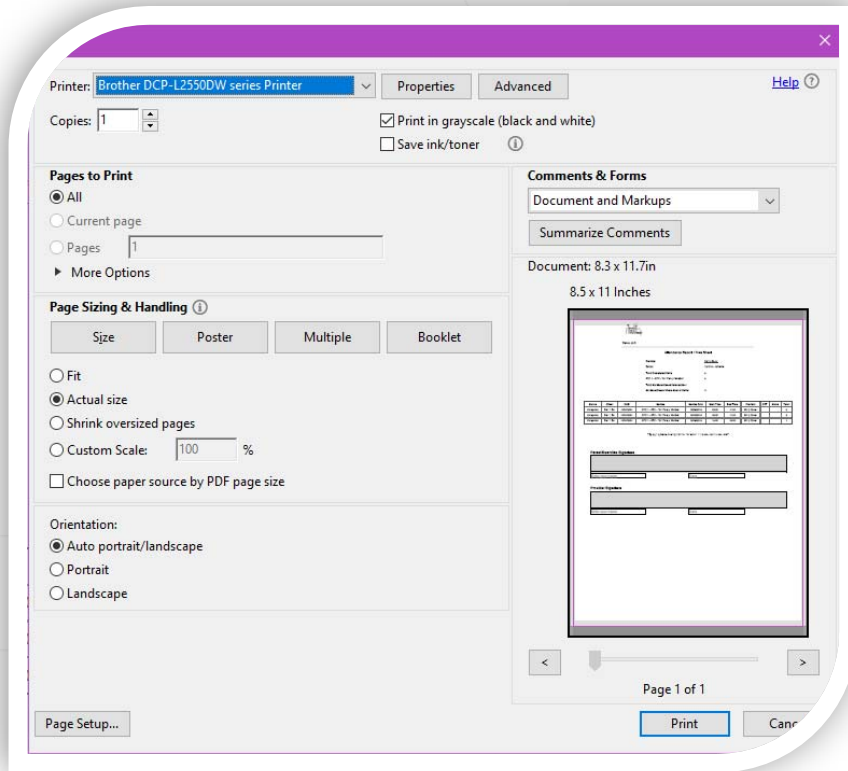
.....



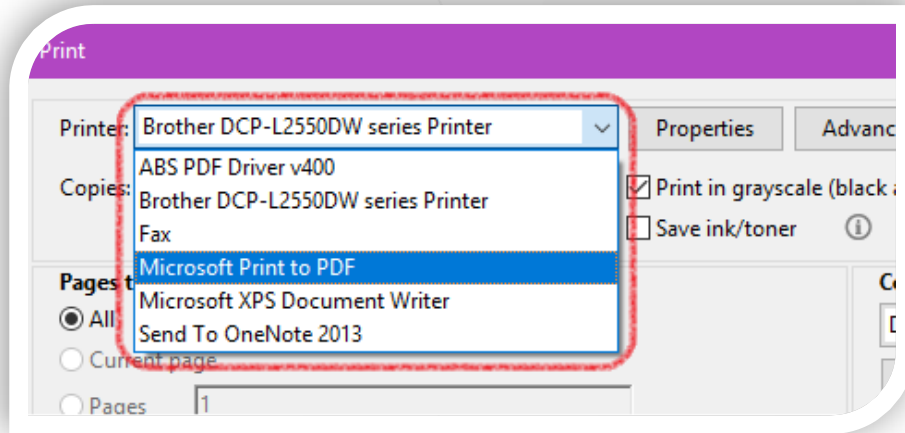
- Click print icon or



- A new window with print details will open



- Choose-> to print to printer (paper) or .pdf



- Click-> Print



****For additional support, please contact us at vtrack@vichra.com****

