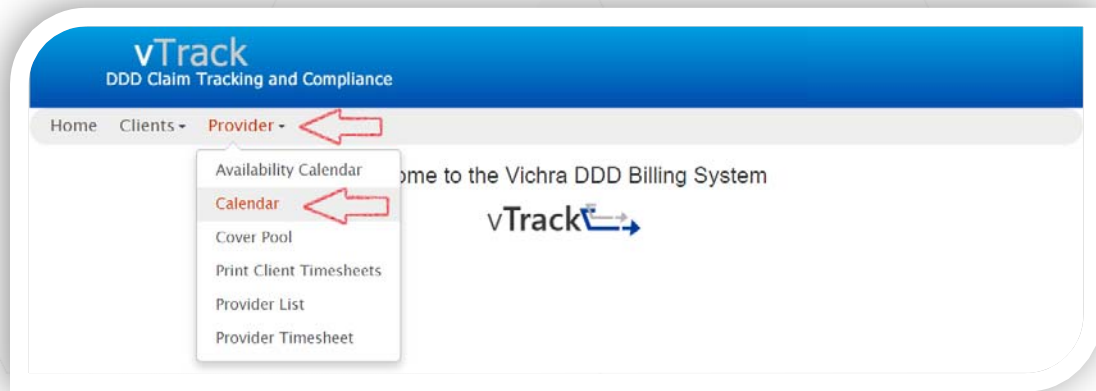
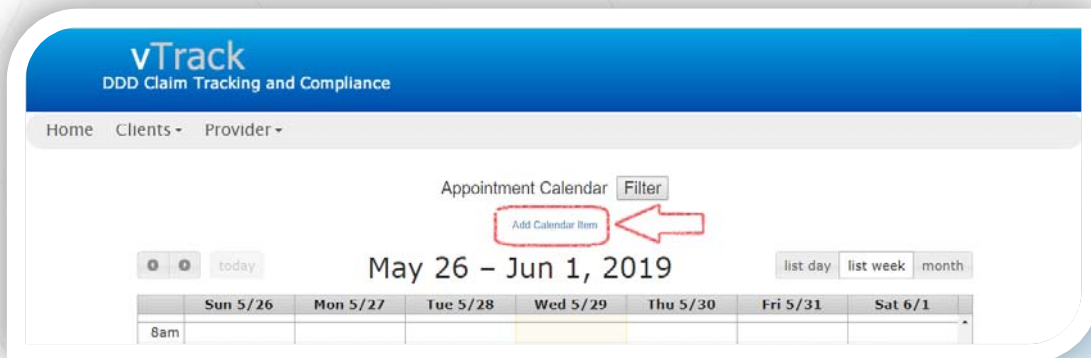


How to Enter Sick Time Appointments

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



2. **Add Appointment**
 - Click-> Add Calendar Item



3. Add Appointment Details

- Client Select-> Sick Time
- Service Select-> Sick Time
- Verify-> Appointment Date, Start and End Times
- Click-> Add Appointment

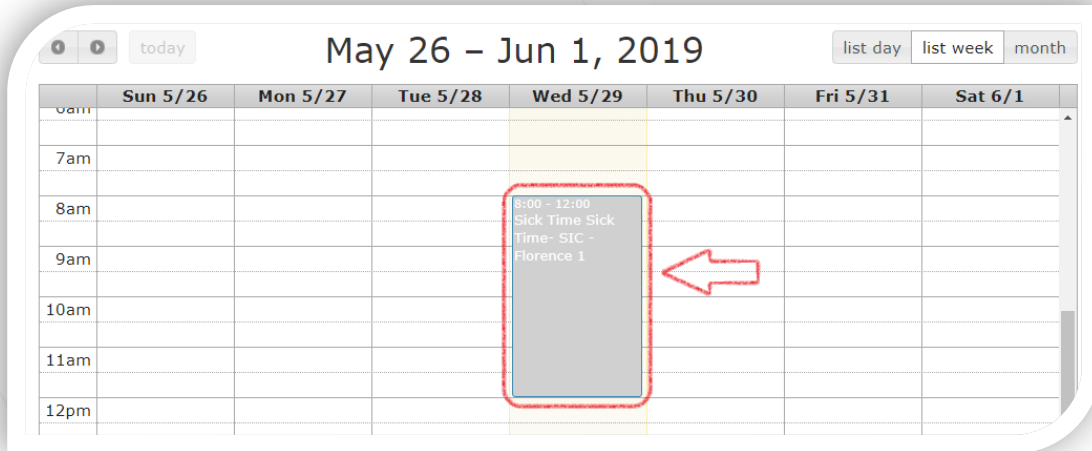
Create Appointment

Calendar

Client	Sick Time Sick Time - 01/01/30... X	
Service	Sick Time - 1	
Primary Authorization		
Secondary Authorization		
Tertiary Authorization		
DDD Authorization	DDD - SIC - 01/01/2018 - 12/31/2030	Remaining units: 19999783
Other		
Supervisor	No supervisor selected	
Location:	Florence	
Bill Type	DDD Only	
Date (m/d/y)	05/29/2019	
Start Time	08 : 00 AM	
End Time	12 : 00 PM	
	<input type="button" value="Add Appointment"/>	

4. Complete Appointment

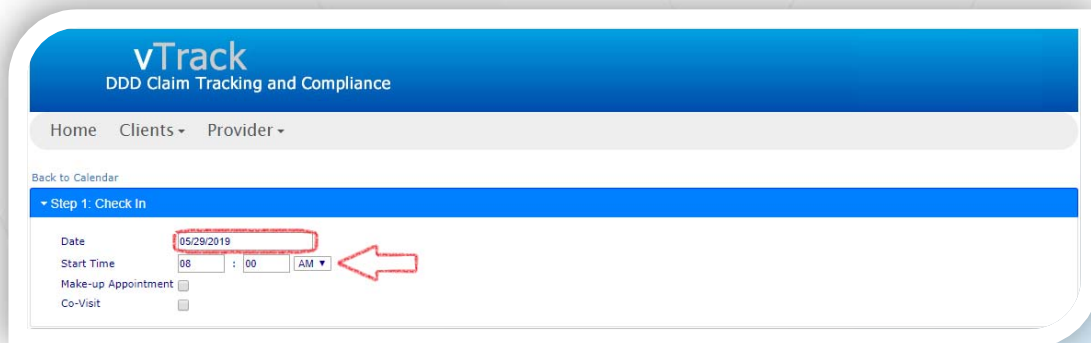
- To open Click-> Appointment



Step 1: Check-In

- Verify-> Date of absence
- Verify/Update-> Start time

Please note start time should be the same as the missed appointment start time



Step 2: Confirm billing info

- Verify-> Service selected is Sick Time

vTrack
DDD Claim Tracking and Compliance

Home Clients ▾ Provider ▾

Back to Calendar

▸ Step 1: Check In

▾ Step 2: Confirm billing info

Client Sick Time Sick Time See Today's Schedule

Provider zzProvider Faith Svartz

Supervisor No supervisor selected

Service Sick Time - 1

Primary Authorization

Secondary Authorization

Tertiary Authorization

DDD Authorization DDD - SIC - 01/01/2018 - 12/31/2030

Step 3: Documentation

- Skip-> Documentation is not required

vTrack
DDD Claim Tracking and Compliance

Home Clients ▾ Provider ▾

Back to Calendar

▸ Step 1: Check In

▸ Step 2: Confirm billing info

▾ Step 3: Documentation

Additional Documentation Choose File No file chosen Attach File

There are no files attached to this client.

Data Sheet

Template Appointment Date File Date



Step 4: Finalize Appt

- Verify/Update-> End time
- Add-> Appointment notes
 - What illness (if any)
 - Name of the Client for which the appointment was scheduled
- Update-> Status drop-down menu to Complete
- Enter-> Your name
- Click-> Save

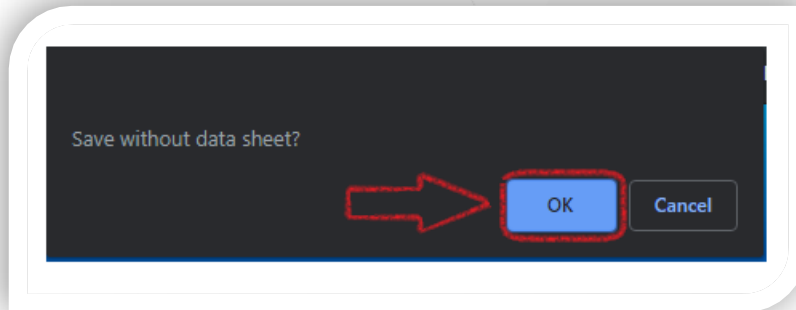
****Please note end time should be the same as the missed appointment end time****

The screenshot shows the 'vTrack' interface for 'DDD Claim Tracking and Compliance'. The navigation bar includes 'Home', 'Clients', and 'Provider'. A progress bar shows four steps: 'Step 1: Check In', 'Step 2: Confirm billing info', 'Step 3: Documentation', and 'Step 4: Finalize Appt'. The 'Finalize Appt' section contains the following fields:

- End Time:** A time selector showing 12:00 PM. A red arrow points to the PM dropdown.
- Claim Notes:** A text area with a red 'EX:' label and the example text 'Sick with the flu' and 'Client: Abby Winters'. A red arrow points to the text area.
- Status:** A dropdown menu currently set to 'Completed'. A red arrow points to the dropdown arrow.
- Signature:** A text field with the placeholder 'Enter your name'. A red arrow points to the text field.

At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

- Save without datasheet? Will pop up
- Click-> OK



- *Success! Your Sick Time Appointment has been completed*

The screenshot shows the vTrack "Appointment Calendar" interface. The header includes the vTrack logo and "DDD Claim Tracking and Compliance". Below the header are navigation links: "Home", "Clients", and "Provider". The main content area is titled "Appointment Calendar" and includes a "Filter" button. Below this is a date range "May 26 – Jun 1, 2019" and view options "list day", "list week", and "month". A calendar grid shows the days of the week from Sun 5/26 to Sat 6/1. A red box highlights a vertical bar representing an appointment on Wednesday, May 29, between 8am and 12pm. The appointment details are: "8:00 - 12:00 Sick Time Sick Time - Sick Florence I". A red arrow points to the right towards this appointment.

****For additional support, please contact us at vTrack@Vichra.com****

