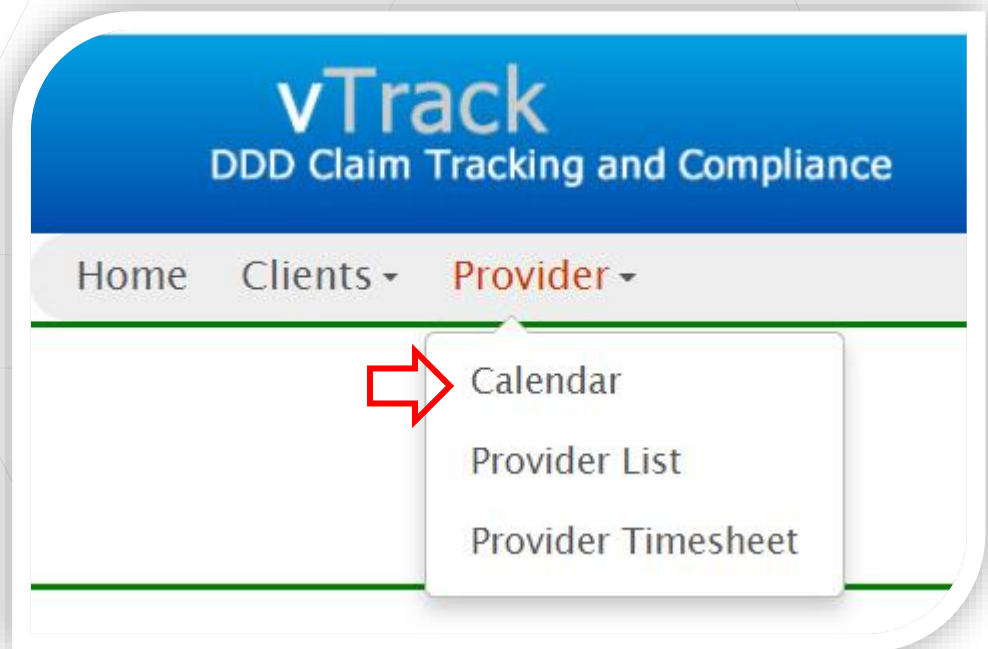


Using the vTrack Calendar

1. Navigating to the vTrack Calendar

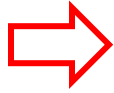
- From the Provider drop-down Menu Click → Calendar



2. Adding an Appointment

- Top of calendar Click → Add Calendar Item





Add Calendar Item

Dec 27, 2020 – Jan 2, 2021

Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31

- A new appointment window will pop up
- Select → Client, Service, Date, Start & End Times
- Click → Save Appt, Open Appt or Add Another Appt

Create Appointment

Calendar

Client: Correa Aracely - 12/25/2010

Service: Respite Hourly - 1

DDD Auth: DDD - RSP - 01/01/2020 - 12/31/2022
Remaining units: 275
Billed units: 75.00
Scheduled units: 16

Supervisor: No supervisor selected

Location: Tempe

Bill Type: DDD Only

Date (m/d/y): 01/02/2021

Start Time: 8 : 15 PM

End Time: 9 : 15 PM

Repeats?

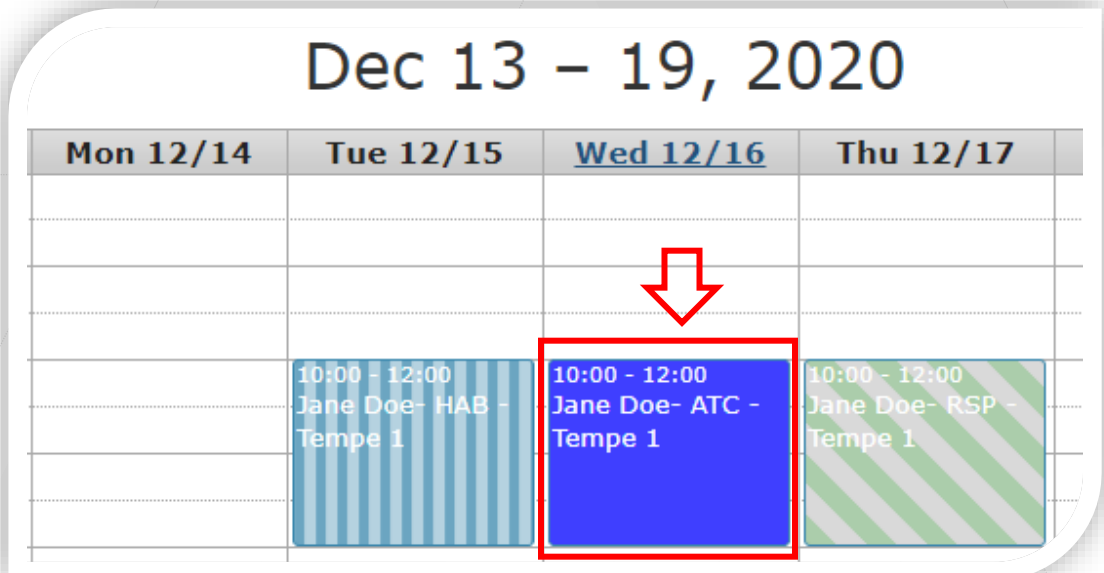
Save Options:

Save Appt Open Appt Add Another Appt



- I. *Save Appt* – Saves appointment and takes you back to the calendar
- II. *Open Appt* – Saves this appointment to the calendar then takes you directly into Step 1 of your appointment for immediate Check-in
- III. *Add Another appointment* - Adds the appointment to the calendar and changes the date to the following day allowing you to add multiple reoccurring appointments.

- Now the appointment is in the calendar (See below)



3. Check-in

- Click → appointment box (in the calendar – image above)
- Click → Step 1: Check-In
- Select → Check- In



Step 1: Check-in

Client	Jane Doe
Service	Attendant Care - Non Family Member
Date	12/16/2020
Scheduled Start:	10:00 AM <input type="button" value="Check In"/>
Late/Rescheduled Visit	
Co-Visit	<input type="checkbox"/>
Move to cover pool?	<input type="checkbox"/>

4. Adding Documentation (ATC and HAB only)

- Click → Documentation

Back to Calendar

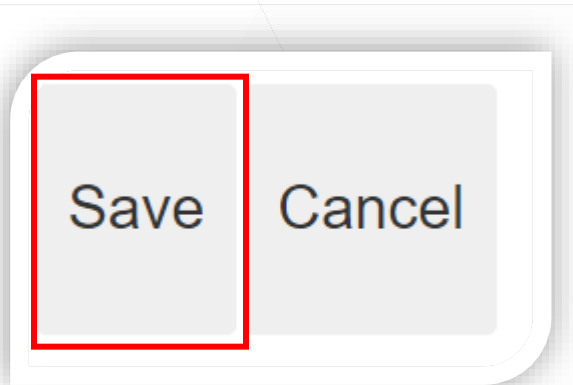
▶	Step 1: Check-in
▶	Step 2: Check-out

- Click → Add

Existing Data Sheets	Appt Date	File Date
Data Sheet <input type="text" value="ATC"/>		

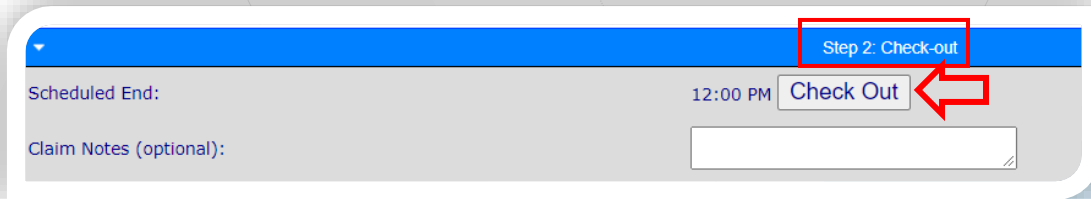


- i. The Data Sheet will open → Fill out the Data Sheet
- ii. Scroll to bottom Click → Save
- iii. If updating the datasheet Click → Update



5. Check-Out

- Click → appointment box
- Click → Step 2: Check-Out
- Add claim notes if any
- Select → Check-Out

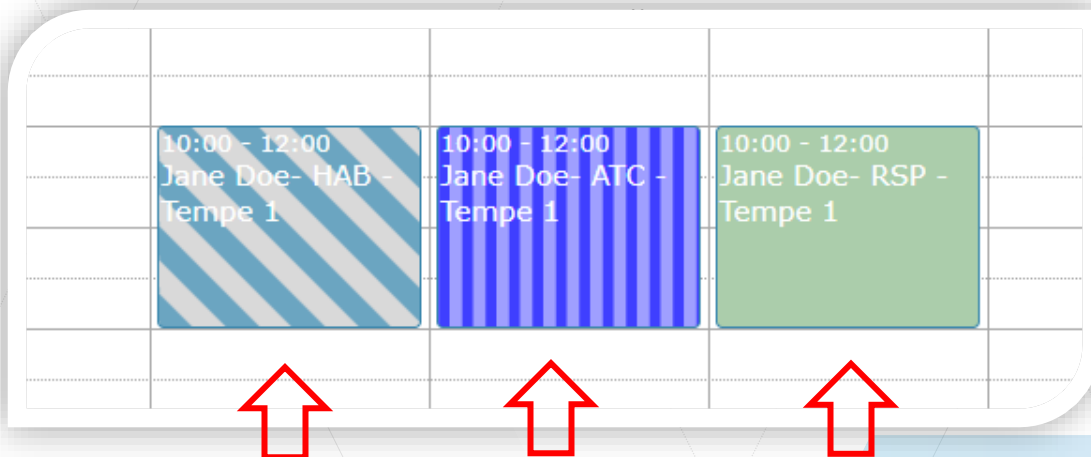


- A new pattern will then show on the appointment





- Appointment patterns are designed to tell you the status of the appointment.



Cancelled

Completed

Scheduled

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

