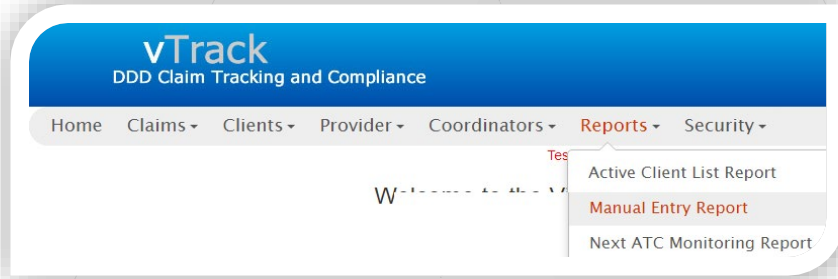


# Approving Manual EVV Check-Ins

## Step 1: Go to the manual Entry Report

- Select **Manual Entry Report** from the “Reports” dropdown menu



## Step 2: Approve Appointments

- Click in the box under “Reason Code” and chose the reason code (if not entered yet). A reason code is required for approval.
- Click the Box under “Admin Approval” to approve times for a single appt or check the top box to select all
- click “Submit” in the bottom left corner of the screen.

Times will be approved and the appointment status will be set to Completed. Refreshing the page will load any reported times that still need to be approved.

Admin Approval	Provider	Client	Date	Location	Service	Units	Start	End	Scheduled Start	Scheduled End	Reason Code
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/03/2022	Tempe	Respite Hourly	3	01:00	04:00	01:00	04:00	<input type="text"/>
<input type="checkbox"/>	Cheryl Abrego	DANIEL ABBOTT	07/04/2022	Mesa	Attendant Care - Family Member	1.5	22:30	24:00	22:30	24:00	<input type="text"/>
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/05/2022	Tempe	Respite Hourly	2.5	12:00	14:30	12:00	14:30	<input type="text"/>
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/07/2022	Tempe	OTA-Clinic-Base	2	01:00	03:00	01:00	03:00	<input type="text"/>
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/07/2022	Tempe	RSD - Daily Payroll Rate	1.5	04:00	05:30	04:00	05:30	<input type="text"/>
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/07/2022	Tempe	Respite Hourly	2.5	09:00	11:30	09:00	11:30	<input type="text"/>
<input type="checkbox"/>	Teddy Doe	Jane Doe	07/07/2022	Tempe	RSD - Daily Payroll Rate	12	12:00	24:00	12:00	24:00	<input type="text"/>
<input type="checkbox"/>	David Reed	Guy Wilson	07/10/2022	DTA1	Attendant Care - Non Family Member	6.5	15:15	21:45	09:00	15:30	1. Caregiver Error

\*\*For additional support, please contact us at [support@vtrackbilling.com](mailto:support@vtrackbilling.com)\*\*