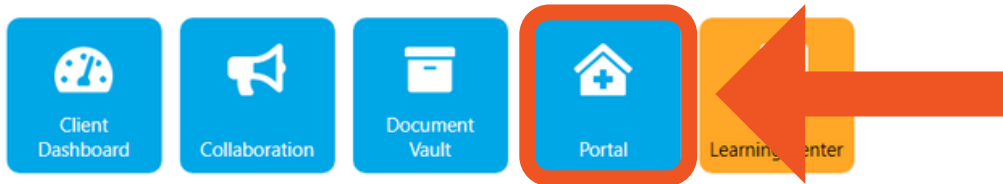


Approving Timesheets

SPOKECHOICE

Welcome to *Family Care Connections LLC*
Your current role is: **Guardian**



1. Click on button that says 'Portal'
1. Presione la pantalla donde dice 'Portal'

✓ Service Approvals ⌚ Timecards ⚖ Balances

Service Approvals

Services To Approve

Select All

Mar 21 - 9:30am to 1:30pm 4:00 - HAH1 for John Doe by Jane Doe	<input type="checkbox"/> Approve
Mar 22 - 9:15am to 1:00pm 3:45 - HAH1 for John Doe by Jane Doe Change Start: 12:38pm (Actual: 9:18am), Reason: Caregiver Error-unable to clock out	<input type="checkbox"/> Approve visit and all changes.
Mar 24 - 12:15pm to 11:30pm 11:15 - ATC1 for John Doe by Jane Doe	<input type="checkbox"/> Approve
Mar 25 - 12:00pm to 8:45pm 8:45 - ATC1 for John Doe by Jane Doe	<input type="checkbox"/> Approve
Mar 26 - 9:45am to 2:15pm 4:30 - RSP1 for John Doe by Jane Doe	<input type="checkbox"/> Approve
Mar 27 - 9:15am to 2:00pm 4:45 - RSP1 for John Doe by Jane Doe	<input type="checkbox"/> Approve
Mar 28 - 9:30am to 1:45pm 4:15 - RSP1 for John Doe by Jane Doe	<input type="checkbox"/> Approve

* Changes occur when a visit was entered by hand (forgot to clock in/out), admin clocked the provider out (forgot to clock in/out), or a caregiver clocked in/out incorrectly. By approving you agree to all changes. If you do not agree, contact the agency supervisor.

E-Sign

3. Verify that everything is correct
3. Verifique que la informacion este correcta

3. Click the button that says 'Select All'
3. Presione la pantalla donde dice 'Seleccionar Todo'

Service Approvals

Services To Approve

Select All

Mar 21 - 9:30am to 1:30pm 4:00 - HAH1 for John Doe by Jane Doe

Approve

Mar 22 - 9:15am to 1:00pm 3:45 - HAH1 for John Doe by Jane Doe

Change Start: 12:38pm (Actual: 9:18am), Reason: Caregiver Error-unable to clock out

Approve

Mar 24 - 12:15pm to 11:30pm 11:15 - ATC1 for John Doe by Jane Doe

Approve

Mar 25 - 12:00pm to 8:45pm 8:45 - ATC1 for John Doe by Jane Doe

Approve

Mar 26 - 9:45am to 2:15pm 4:30 - RSP1 for John Doe by Jane Doe

Approve

Mar 27 - 9:15am to 2:00pm 4:45 - RSP1 for John Doe by Jane Doe

Approve

Mar 28 - 9:30am to 1:45pm 4:15 - RSP1 for John Doe by Jane Doe

Approve

* Changes occur when a visit was entered by hand (forgot to clock in/out), admin clocked the provider out (forgot to clock out) or changed the visit. By approving you agree to all changes. If you do not agree, contact the agency supervisor.

E-Sign

4. You should be able to see boxes that are checked
4. Deberia de ver las marcas de verificacion e su pantalla

E-Sign

5. Click the button that says E-Sign
5. Presione la pantalla donde dice 'E-sign'

Service Approvals

All done, thank you!



6. Timesheets have been signed!
6. Es todo!