Provider Notes Tab: Provider Login

1. Under the Provider Notes tab enter the provider note information in all fields and click Submit Notes.

Note: All fields are required except the Note column. Please fill in all information accurately. You will only be able to submit provider notes for up to one week following the scheduled shift.

LOGOUT

<u>Calendar</u>	Schedules Mess	ages Profil	e Timeoff Requ	est OnCall Relea	ases User Acct	Directory Post	ed Shifts All Loc	ations Provider	Notes		
			ar 02/04/4	02/20/47							
_			<u><<</u> 02/01/17	- 02/28/17 22		_	_	Submit No	te		
Date	My Shift	Location	AM/PM	Role Type	Student Hours	Student Minutes	First Name	Last Name	P	Phone Iumber	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	AM 🗸	Student 🗸	2 🗸	00 🗸	John	Smith	(555) 5555555	
02/07/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			¢)	
02/09/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ✓	<-select-> V	<-select-> V			()	
02/10/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			()	
02/13/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> ∨	<-select-> V	<-select-> V			d)	
02/14/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> V	<-select-> V	<-select-> V			()	
02/16/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			()	
02/17/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> V	<-select-> V	<-select-> V			()	
02/20/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			()	
02/21/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> ∨	<-select-> V			()	
02/23/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> V	<-select-> V	<-select-> V					
02/24/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> ∨	<-select-> V	<-select-> V			()	
02/27/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> ✓	<-select-> ∨	<-select-> V)	
02/28/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			()	
					Submit	Note					

2. The Provider Note is now displaying for all admin users. Use the Add Note 2 link to add an additional note to the same shift.

Calendar	Schedules Mess	ages Profi	le <u>Timeoff Requ</u>	est OnCall Rele	ases User Acct	Directory Poste	d Shifts All Loca	ions Provider	Notes		
			<u><<</u> 02/01/17	- 02/28/17 >>				Submit No	ote		
Date	My Shift	Location	АМ/РМ	Role Type	Student Hours	Student Minutes	First Name	Last Name		Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	Student: AM 2 hr	s John Smith (55	5)5555555 Add	Note2 X Note					
02/07/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> 🗸	<-select-> ∨			()	
02/09/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> V	<-select-> ∨			()	
02/10/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V			()	
02/13/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> 🗸	<-select-> V	<-select-> ∨			d)	
02/14/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> 🗸	<-select-> ∨			()	
02/16/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> 🗸			()	
02/17/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> ∨	<-select-> ∨			()	
02/20/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> 🗸	<-select-> ∨			()	
02/21/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> 🗸	<-select-> V	<-select-> ∨			()	
02/23/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> 🗸	<-select-> 🗸			(
02/24/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> 🗸	<-select-> ∨			()	
02/27/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	$<-select-> \checkmark$	<-select-> ∨			d)	
02/28/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> 🗸	<-select-> ∨			()	
					Submit N	Note					

3. Fill out the info for the second provider note.

Date	Shift	Location	АМ/РМ	Coverage Type	Hours	Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	AM 🗸	Student V	1 ~	30 🗸	Amanda	Johnson	(555) 5555555	
					Submit Note	Back				

4. To edit a Provider Note you must use the X Note link to delete the note and then resubmit the corrected provider note.

LOGOUT

LOGOUT

Calendar	Schedules Messi	ages Profil	ie <u>Timeoff Requ</u>	est OnCall Rele	ases User Acct	Directory Post	ed Shifts All Loca	tions Provider	Notes		
			<< 02/01/17	02/28/17 >>				Submit No.	ato		
Date	My Shift	Location	АМ/РМ	Role Type	Student Hours	Student Minutes	First Name	Last Name	ле	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	Student: AM 2 h	rs John Smith (55	5)5555555 Stude	ent: AM 1.5 hrs Ar	nanda Johnson (5:	5)5555555 <u>Add</u>	l Note2	X Note	
02/07/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/09/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> 🗸	<-select-> V	<-select-> V)	
02/10/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> ∨	<-select-> V			()	
02/13/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> V	<-select-> V	<-select-> V)	
02/14/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/16/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ✓	<-select-> V	<-select-> ∨)	
02/17/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/20/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> ∨	<-select-> V)	
02/21/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/23/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> ∨	<-select-> V			()	
02/24/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/27/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> V)	
02/28/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> ∨	<-select-> V)	
					Submit 1	Note					

Calendar Schedules Messages Profile Timeoff Request OnCall Releases User Act. Directory Posted Shifts All Locations Provider Notes											
	Calendar Se	Schedules	Messages	Profile	Timeoff Request	OnCall Releases	User Acct	Directory	Posted Shifts	All Locations	Provider Notes

			<u><<</u> 02/01/17	7 - 02/28/17 >>				Submit Not	e	
Date	My Shift	Location	АМ/РМ	Role Type	Student Hours	Student Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> ∨	<-select-> ∨				
02/07/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> V	<-select-> ∨				
02/09/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> V	<-select-> ∨				
02/10/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> V	<-select-> 🗸				
02/13/17	830a - 730p(60L)	01340H	<-select-> ∨	<-select-> ∨	<-select-> V	<-select-> ∨				
02/14/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> V	<-select-> V	<-select-> V				
02/16/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> V	<-select-> V				
02/17/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> 🗸	<-select-> V				
02/20/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> 🗸	<-select-> V				
02/21/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> 🗸	<-select-> ∨				
02/23/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> 🗸	<-select-> ✔	<-select-> V				
02/24/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ∨	<-select-> 🗸	<-select-> ∨				
02/27/17	830a - 730p(60L)	01340H	<-select-> V	<-select-> ✓	<-select-> ✓	<-select-> ✓				
02/28/17	830a - 730p(60L)	01340H	<-select-> 🗸	<-select-> ∨	<-select-> V	<-select-> ∨			()	
					Submit	lote				

Submit Note

5. Repeat this process for each provider note needed.