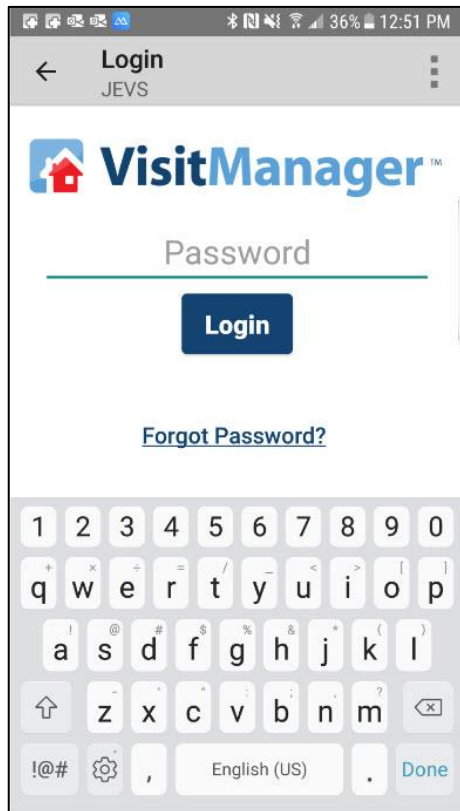


Using CellTrak to Document Patient Care

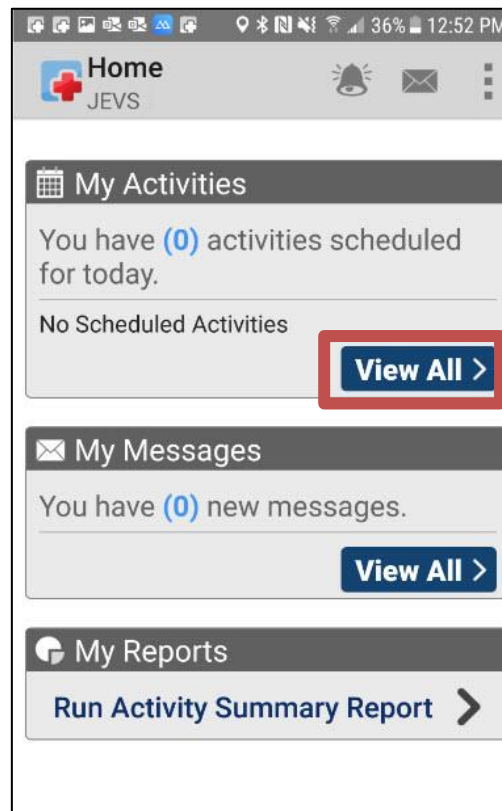
Clocking In

1. Tap CellTrak

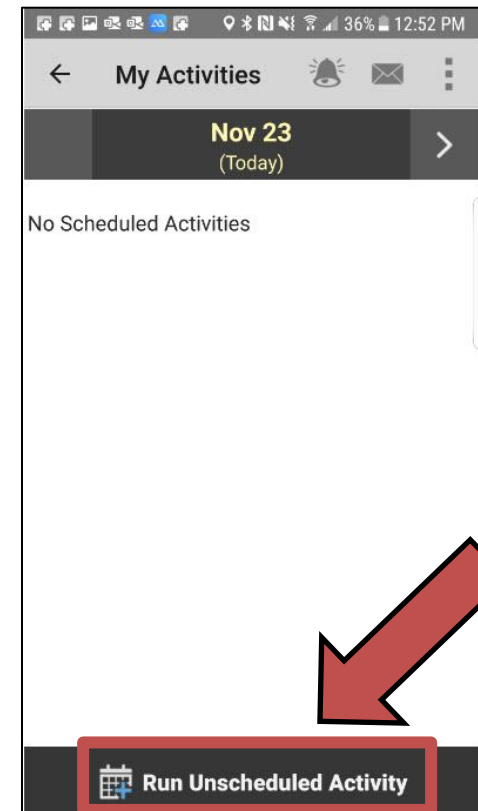
2. Enter your Password and tap Login



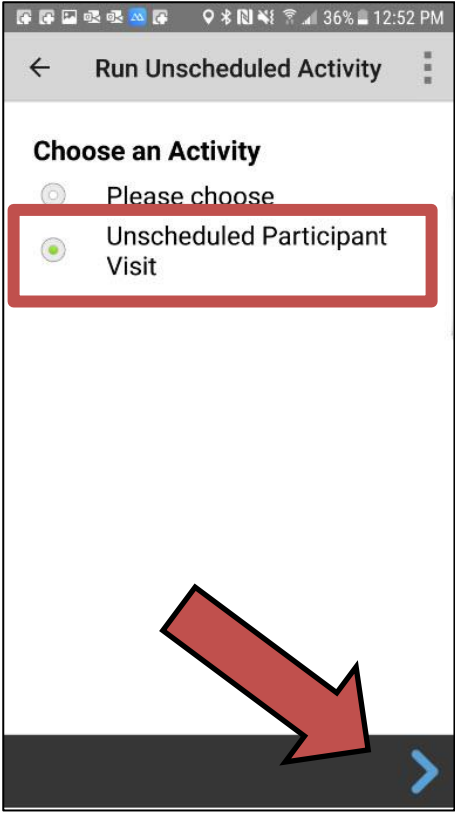
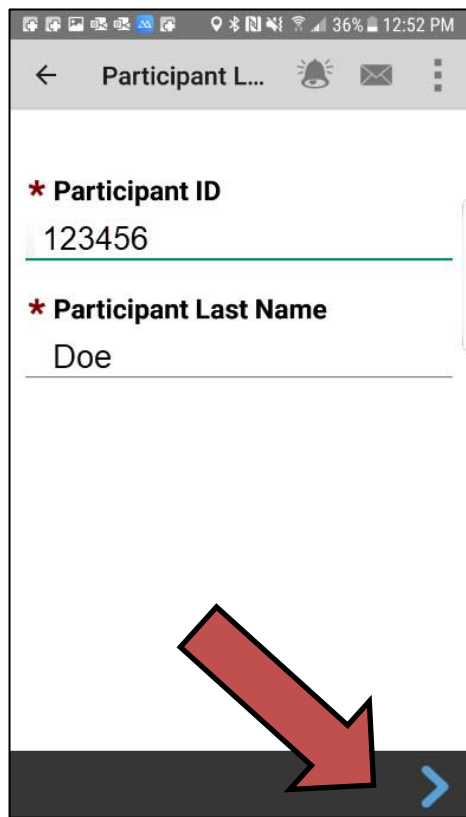

3. Tap View All



4. Tap "Run Unscheduled Activity"



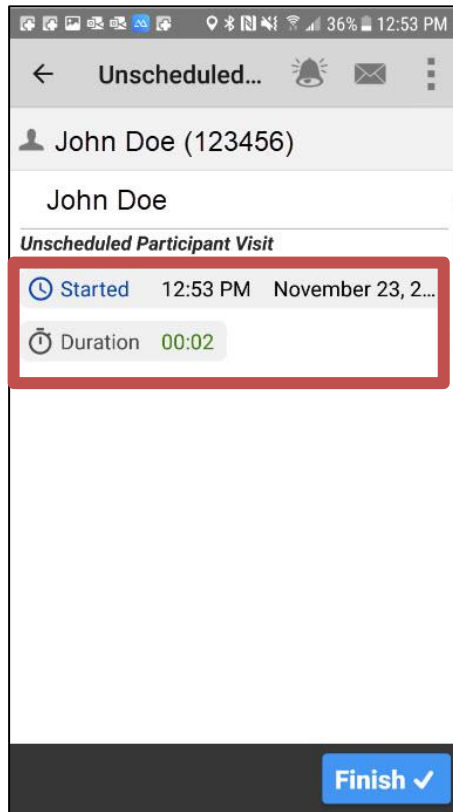
Using CellTrak to Document Patient Care

<p>5. Select Unscheduled Participant Visit 6. Tap the Arrow</p>	<p>7. Enter the Member's ID and Last Name 8. Tap the Arrow</p>	<p>9. Double check the Name 10. Tap Start</p>
		

Using CellTrak to Document Patient Care

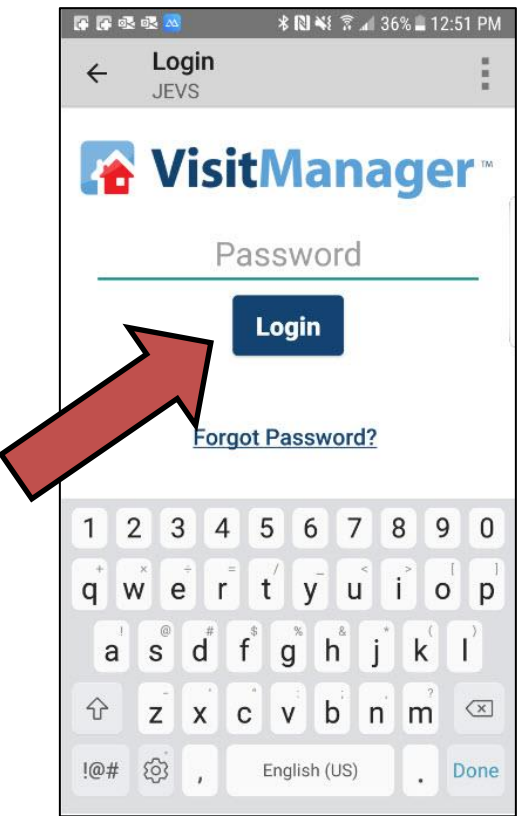
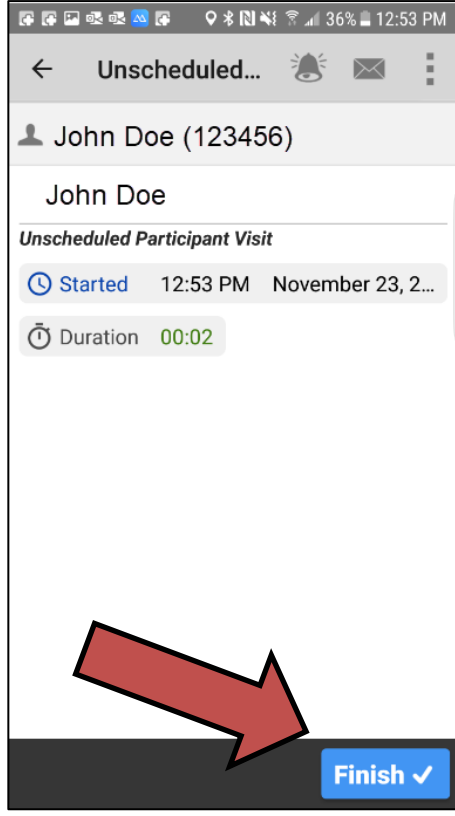
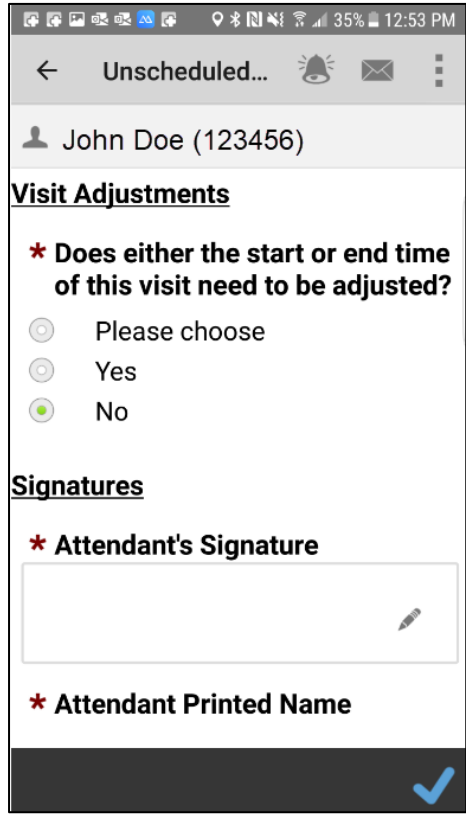
11. You are Clocked In

12. Provide Care

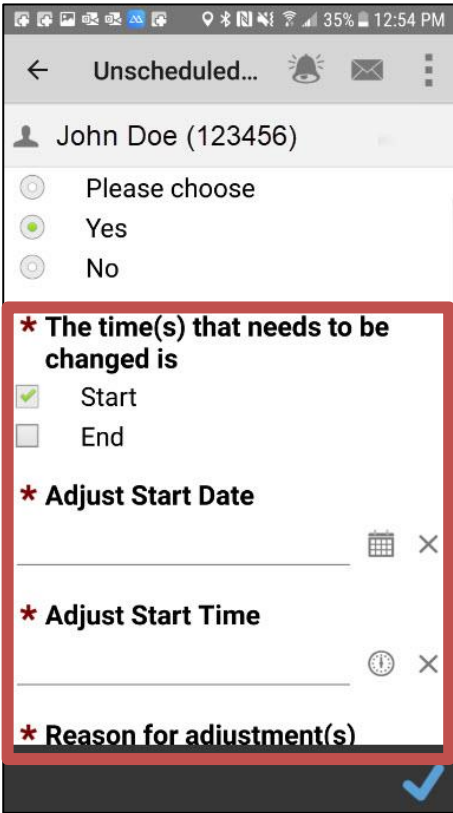
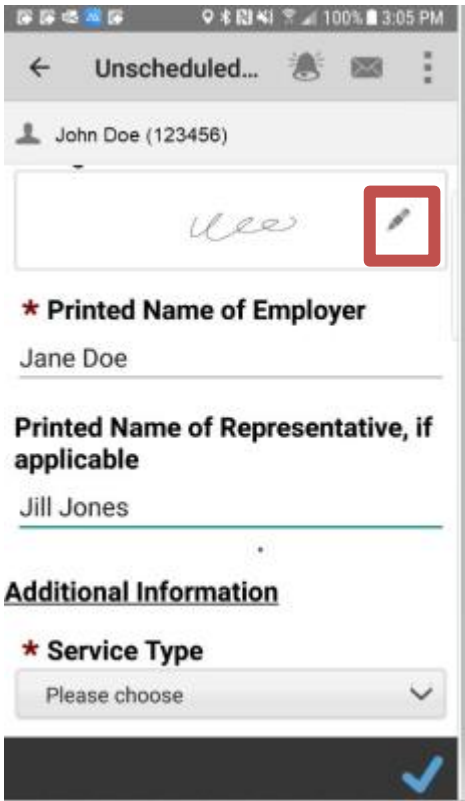
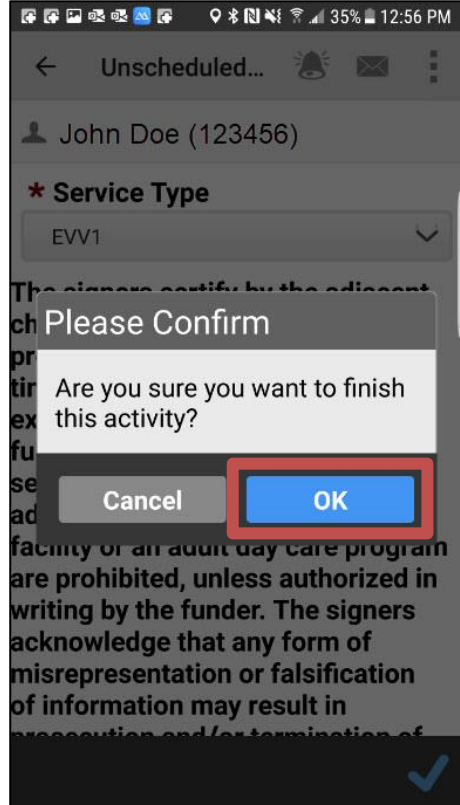


Using CellTrak to Document Patient Care

Clocking Out

<ol style="list-style-type: none">1. Tap on the Cell Trak App2. Enter your Password3. Tap Login	<ol style="list-style-type: none">4. Tap Finish	<ol style="list-style-type: none">5. Answer the Questions
		

Using CellTrak to Document Patient Care

<p>6. Tap Yes to change your Start or End times</p>	<p>7. Tap the Pencil to sign 8. Type in the Names 9. Tap the Blue Checkmark</p>	<p>10. Tap OK to finish clocking out</p>
 <p>John Doe (123456)</p> <p>Please choose</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>* The time(s) that needs to be changed is</p> <p><input checked="" type="checkbox"/> Start</p> <p><input type="checkbox"/> End</p> <p>* Adjust Start Date</p> <p>* Adjust Start Time</p> <p>* Reason for adjustment(s)</p>	 <p>John Doe (123456)</p> <p><i>Uee</i></p> <p>* Printed Name of Employer Jane Doe</p> <p>Printed Name of Representative, if applicable Jill Jones</p> <p>Additional Information</p> <p>* Service Type Please choose</p>	 <p>John Doe (123456)</p> <p>* Service Type EVV1</p> <p>Please Confirm</p> <p>Are you sure you want to finish this activity?</p> <p>Cancel OK</p>

Using CellTrak to Document Patient Care

Running the Activity Summary Report

<p>1. Tap Run Activity Summary Report</p>	<p>2. Select the Date or Date Range 3. Tap Show Report</p>	<p>4. Completed activities with duration and travel are displayed</p>
