

If visits are still in draft, Caregivers will need to submit them so they can be approved by Client or Responsible Party. In the future, select submit not save and they will be sent to your Client or Responsible Party automatically.

1. To submit not just save your visits, go to your dashboard, select visits to submit.
2. Under draft visits, select the visit to submit and select sign and submit.
3. Please note, if there is something missing from your visit, you will be prompted to update the information and then return to the visit and sign and submit.
4. Once you note submit, your Responsible Party or Client will need to login into their device and sign.