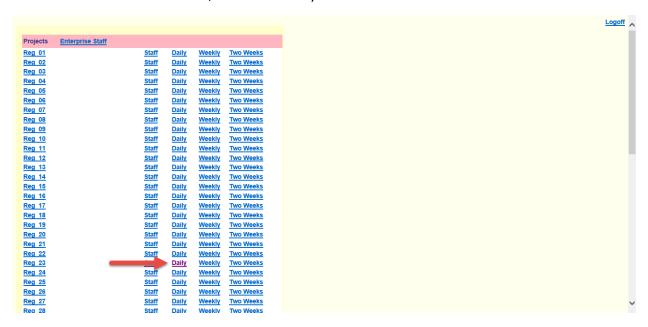# Provider Notes (For Educator/Recruiter Use)

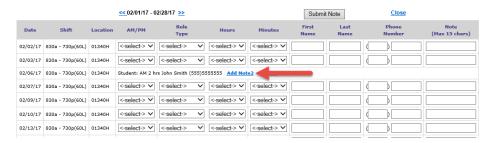1. To access Provider Notes, click on the Daily link.

2. All Provider Notes that have been submitted from the provider or admin logins will display on the daily. If no notes have been submitted, you will only see a Provider Notes link. Click on the Provider Notes link to submit or edit Provider Notes for a provider.
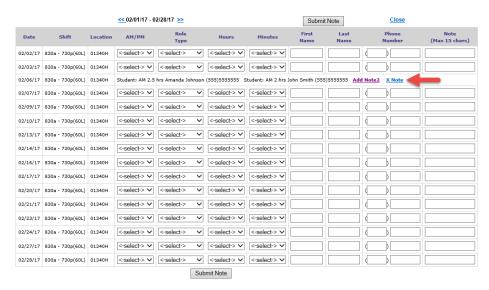

3. Click the Add Note 2 link to add an additional note to an existing provider note.

4. Submit the information for the additional provider note and click Submit Notes.

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

Submit Note   Back

5. To edit an existing note, click the X Note link to delete the note. Then resubmit the corrected provider note.

<< 02/01/17 - 02/28/17 >>   Submit Note   Close

Date	Shift	Location	AM/PM	Role Type	Hours	Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/02/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/03/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/06/17	830a - 730p(60L)	01340H	Student: AM 2.5 hrs Amanda Johnson (555)5555555 Student: AM 2 hrs John Smith (555)5555555 Add Note2 X Note							
02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-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->	<-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->	<-select->			( )	
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	

Submit Note

6. You can also add Provider Notes from the Staff link.

Logoff

Projects	Enterprise Staff				
Reg 01		Staff	Daily	Weekly	Two Weeks
Reg 02		Staff	Daily	Weekly	Two Weeks
Reg 03		Staff	Daily	Weekly	Two Weeks
Reg 04		Staff	Daily	Weekly	Two Weeks
Reg 05		Staff	Daily	Weekly	Two Weeks
Reg 06		Staff	Daily	Weekly	Two Weeks
Reg 07		Staff	Daily	Weekly	Two Weeks
Reg 08		Staff	Daily	Weekly	Two Weeks
Reg 09		Staff	Daily	Weekly	Two Weeks
Reg 10		Staff	Daily	Weekly	Two Weeks
Reg 11		Staff	Daily	Weekly	Two Weeks
Reg 12		Staff	Daily	Weekly	Two Weeks
Reg 13		Staff	Daily	Weekly	Two Weeks
Reg 14		Staff	Daily	Weekly	Two Weeks
Reg 15		Staff	Daily	Weekly	Two Weeks
Reg 16		Staff	Daily	Weekly	Two Weeks
Reg 17		Staff	Daily	Weekly	Two Weeks
Reg 18		Staff	Daily	Weekly	Two Weeks
Reg 19		Staff	Daily	Weekly	Two Weeks
Reg 20		Staff	Daily	Weekly	Two Weeks
Reg 21		Staff	Daily	Weekly	Two Weeks
Reg 22		Staff	Daily	Weekly	Two Weeks
Reg 23		Staff	Daily	Weekly	Two Weeks
Reg 24		Staff	Daily	Weekly	Two Weeks
Reg 25		Staff	Daily	Weekly	Two Weeks
Reg 26		Staff	Daily	Weekly	Two Weeks
Reg 27		Staff	Daily	Weekly	Two Weeks
Reg 28		Staff	Daily	Weekly	Two Weeks

7. Click on the Provider Notes link to the right of the provider's name.

Reg_23 Staff

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Home Clinic				Primary Phone	Secondary Phone	Provider Note
Clinic Staff							
Augustin, Blandine NP/PA	01394H - Belle View	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Backus, Kimberly NP/PA	02750M - Arlington - Pentagon City	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Becker, Jennifer NP/PA	01383H - Annandale	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Bennett, Erin NP/PA	01842H - Pennsylvania Ave.	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Birsic, Tina NP/PA	02750M - Arlington - Pentagon City	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Blymyer**, Laurel NP/PA	T16767M - Falls Church TGT	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Brown, Lundon NP/PA	01842H - Pennsylvania Ave.	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Brown, Shani NP/PA	01407H - Spout Run	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Connor, Francis NP/PA	01407H - Spout Run	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Corry**, Erika NP/PA	T16767M - Falls Church TGT	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Davis, Laura NP/PA	07074H - Westend Washington D.C.	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Dickert, Kristen NP/PA	01399M - Pan Am	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Dorr, Nakeima NP/PA	01383H - Annandale	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Duquette-Petersen, Linda NP/PA	00022 - 40th Street Northeast	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Fessler, Sarah NP/PA	01905H - Falls Church	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Gibson, Carol NP/PA	01397M - McLean	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Hatchell, Sara NP/PA	01397M - McLean	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Istomina, Svetlana NP/PA	01347H - Dupont Circle	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note
Julian, Trisha NP/PA	01397M - McLean	Feb	Mar	Apr	419-466-1818	419-466-1818	Provider Note

8. The Provider Notes screen for the provider will appear. Follow steps 3-5 to add/update provider notes as needed.

<< 02/01/17 - 02/28/17 >>   Submit Note   Close

Date	Shift	Location	AM/PM	Role Type	Hours	Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/02/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/03/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/06/17	830a - 730p(60L)	01340H	Student: AM 2 hrs John Smith (555)5555555 **Add Note2** **X Note**							
02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-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->	<-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->	<-select->			( )	
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->			( )	

Submit Note