

E-Charting (Electronic Charting)

1. Login into Kantime
2. Click on the blue "Pending Visit Notes" ticker under the Schedules section. This will open all pending notes on your "Clinician Timesheet"

Schedules		
Unconfirmed Schedules - This week		3
Unconfirmed Schedules - Next week		0
Open Timesheets - Current week		3
Open Timesheets - Last week		0
Open Timesheets - As of Today	3 0	3
Today's Schedule		0
Current week Schedules		3
Pending Checkin	3 0	3
<u>Pending Visit Notes</u>	3 0	3

- a.
3. On your clinician timesheet locate the desired schedule you would like to chart on (**be sure to verify the Client, Visit Date, and Service before you begin charting**). Once you have located the schedule click on the blue "e-chart" hyperlink to begin the check-in and charting process:

Clinician	Visit Date	Payer	Client	Service	Planned Time	Check-in	Check-out	Edited Hours	Miles	Visit Notes
Clinician, Test (RN)	08/08/2022	Medicaid REM-Pediatric	Training, Utilization (2001)	LPN -Pediatric	07:00 AM-07:00 PM	Checkin				eChart

Service	Planned Time	Check-in	Check-out	Edited Hours	Miles	Visit Notes
LPN -Pediatric	11:00 PM-07:00 AM	Checkin				eChart

- a.
- b.
4. Once you click E-Chart this will open the visit note prompting you to check-in to your visit:
 - a. Enter the time that you started your shift
 - b. Confirm the place of service
 - c. Press save and continue

Start Visit Documentation

To begin documentation on this eChart, please click on 'Save & Continue' button

Client: Training, Utilization (2001) Visit Date: 08/10/2022
 Clinician: Clinician, Test Service: LPN -Pediatric
 HCPCS: T1003

*Check-in: 07:00 AM

Place of Service: Patient's Home / Residen Confirm the Place of Service of the visit is accurate to proceed

Save & Continue Close

- i.
5. Begin charting and completing your assessments under the SN Regular Visit tab or Aide Regular Visit Tab.

- a.
6. Things to note when completing your assessments:
 - a. All sections are required and must be filled out or mark as “Not Applicable”
 - b. Many sections contain blue buttons to allow access sub forms and logs:
 - i. Vital Signs →Click “Add Reading”
 - ii. Resp→Suction log and Ventilator flow sheet
 - iii. Skin→Wound Care
 - iv. Pain→Pain Assessment
 - v. Neuro→Seizure log
 - vi. Header→Incident Report
 - c. Please be sure to add a summary of your shift in the narrative section of your note for care coordination.

- i.
7. Once all assessments are complete scroll to the bottom of the visit note to check the signature box:

- a.
8. Review all sections of your visit note for completeness and accuracy then complete the visit note header:

- a.
- i. Incident Report→Yes or No
- ii. Patient identification→ Must Select 2 Options
- iii. Patient Tolerated Session Well→Check Box

iv. Standard Precautions Observed → Check Box

9. To submit your chart click “Submit To QA”

The screenshot shows the top right corner of the eChart interface. The 'Submit To QA' button is highlighted with a red rectangular box. Other buttons visible include 'Save', 'Client Sign', and 'Close'. The interface also shows 'eChart Status: Open' and 'LPN - Pediatric'.

a.

i. If there are errors with your note you will be prompted to correct those errors prior to submission.

b. If there are no errors, you will be asked to check-out of your visit note and enter the time you ended your shift. Once the checkout info is complete, click submit:

The screenshot shows a 'Complete Documentation' dialog box. It contains the following information: 'Place Of Service: Patient's Home / Resid', a checked box for 'Visit's Place of Service is Confirmed', 'Check-in: 07:00 AM', 'Check-out: 07:00 PM | Undo Checkout', 'Total Time: 12:00', and 'Edited Hours: 12:00'. There are 'Submit' and 'Close' buttons at the bottom.

i.

c. If there are no errors or warnings with your visit note your note will be marked as submitted.