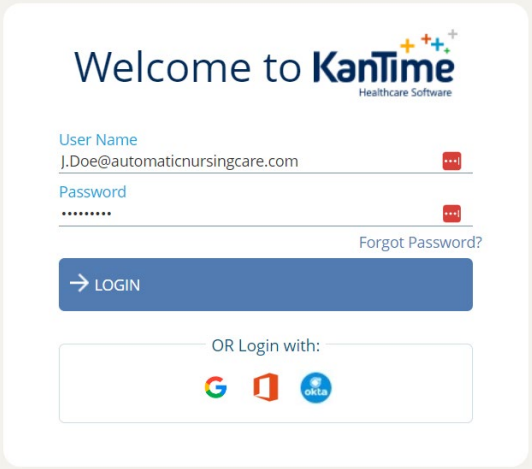


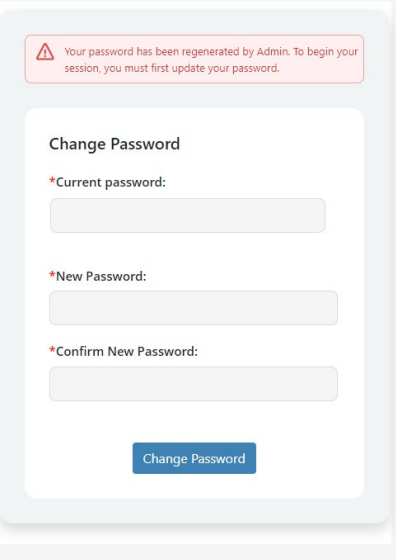
Login Process

1. Navigate to Kantime Website
 - a. Enter this link into your browser and press "Enter": <https://hh.kantimehealth.net/>
2. Enter Username and Password/Click "Login"



The screenshot shows the login interface for Kantime Healthcare Software. At the top, it says "Welcome to Kantime Healthcare Software". Below this, there are two input fields: "User Name" with the text "J.Doe@automaticnursingcare.com" and "Password" with a masked password "*****". To the right of the password field is a "Forgot Password?" link. Below the input fields is a blue "LOGIN" button with a right-pointing arrow. At the bottom, there is a section titled "OR Login with:" with icons for Google, Microsoft, and Okta.

- a.
3. First Time Login
 - a. Your username is firstinitial.lastname@automaticnursingcare.com (Example: Jane Doe j.doe@automaticnursingcare.com)
 - b. First Time Password is: Welcome123!
 - c. If logging in for the first time you will be promoted to set up a new password



The screenshot shows a "Change Password" form. At the top, there is a red warning message: "Your password has been regenerated by Admin. To begin your session, you must first update your password." Below this, the form has three input fields: "*Current password:", "*New Password:", and "*Confirm New Password:". At the bottom of the form is a blue "Change Password" button.

- d.
 - i. Enter existing password (Welcome123!)
 - ii. Create and confirm your new password then click "Change Password"

Viewing Schedules:

1. After successful login in you will see your “Schedules” dashboard on the left side of your screen. Click on the blue counter next to “Pending Visit Notes” (This counter indicates the number of charts you have pending submission).

Schedule Category	Count
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
Pending Visit Notes	3 0 3

- a.
2. After clicking on the blue counter, you will be presented with your “Clinician Timesheet” showing a list of pending visit note (charts) pending submission.

Clinician	Visit Date	Payer	Client	Service	Planned Time	Check-in	Check-out	Edited Hours	Miles	Visit Notes	Approved	Notes
Clinician, Test (RN)	08/01/2022	Medicaid REM-Pediatric	[REDACTED]	LPN -Pediatric	11:00 PM-07:00 A M	Checkin				eChart	Approved	
Clinician, Test (RN)	08/02/2022	Medicaid REM-Pediatric	Training, Utilization (200)	LPN -Pediatric	05:00 PM-06:00 A M					eChart	Not Approved	
Clinician, Test (RN)	08/06/2022	Medicaid REM-Pediatric	Training, Utilization (200)	LPN -Pediatric	05:00 PM-06:00 A M					eChart	Not Approved	

Total for Clinician Clinician, Test (RN) for week 08/01/2022
Total for Clinician Clinician, Test (RN)

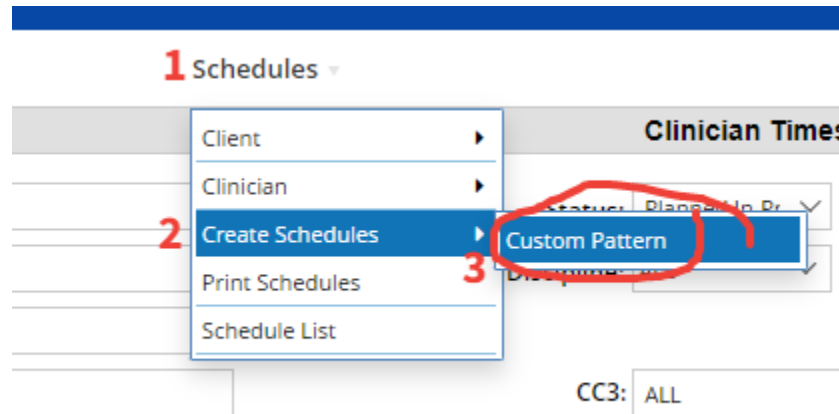
Total Planned Hours: 34.00 Total Edited Hours: 0.00

- a.
- b. If you need to chart for a schedule or date that is not listed on your clinician timesheet, please create the schedule first before proceeding. Please refer to the instructions under “Creating Schedules.”

- i. Your paycheck will be processed based on the charts submitted in Kantime. Anything schedule without a submitted chart will not be paid.

Creating Schedules

1. To create a new schedule, navigate to the schedules tab at the top of the screen and click:
 - a. "Schedules" → "Create Schedule" → "Custom Pattern"



- b.
2. This will open the Custom Schedule Creator allowing you to fill in the required information and create a new schedule. Please follow the steps below to fill in the information (See Next Page for picture graphic).
 - 1) **Client Info:**
 - i. Client: **Type Client Name**
 - ii. Payer: **Select Payer (if not automatically selected)**
 - 2) **Schedule:**
 - i. Discipline: **Select "Aide" or "SN" (Skilled Nurse)**
 - ii. Service: **Select the service you are performing**
 - iii. Start Time: **Input Time-in**
 - iv. End Time: **Input Time-out**
 - v. Clinician: **Select your name**
 - 3) **Calendar (scroll to bottom):**
 - i. **Select dates you want to schedule** (all dates selected will have the same start and end time inputted above)
 - 4) **Create Schedule:**
 - i. Once all the required fields are completed Click on "Create Schedule" at the top right of the window.
- 3.

- Once schedules are created Click "Close"

Custom Schedules

Client Info

1 *Client: Training, Utilization (2001) SOC: 10/15/2020 DOB: 01/01/2018 Gender
 *Payer: Medicaid REM-Pediatric *Episode: 3 -- 05/07/2021 - 08/04/2021 Primary payer: Medicaid REM-Pediatric
 Primary Clinician: SOC Clinician: Clinician, Test Case Manager:

Schedule Info

2 *Discipline: SN Total Hours: 12:00
 *Service: LPN -Pediatric Authorized Hours: 12
 *Start Time: 07:00 AM *End Time: 07:00 PM Miles:
 Clinician: Clinician, Test (RN)

Auth Info

Auth#: 123
 Period: 10/15/2020 - 11/28/2025
 Total: 100
 Available: 75
 Limit/Day:
 Limit/Week:

Auto Split Schedules

Units/Month:
 Split Schedule: For Billing For Payroll
 Number of Splits:

Start Time	End Time	Payer	Service	Billable	Non Billable reason	Lost Revenue

3 Month: May Year: 2022

May, 2022							June, 2022							July, 2022							August, 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21
<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28

and repeat the steps under the viewing schedules section to start charting.

Custom Schedules

3 Schedule(s) Created Successfully

- a.
5. Follow the steps under viewing schedules to see the schedules that you have just created.
6. If you encounter schedule conflicts when creating a schedule please verify the date and time of your schedule. If the conflict continues to occur contact the ANCS scheduling department to correct the issue.