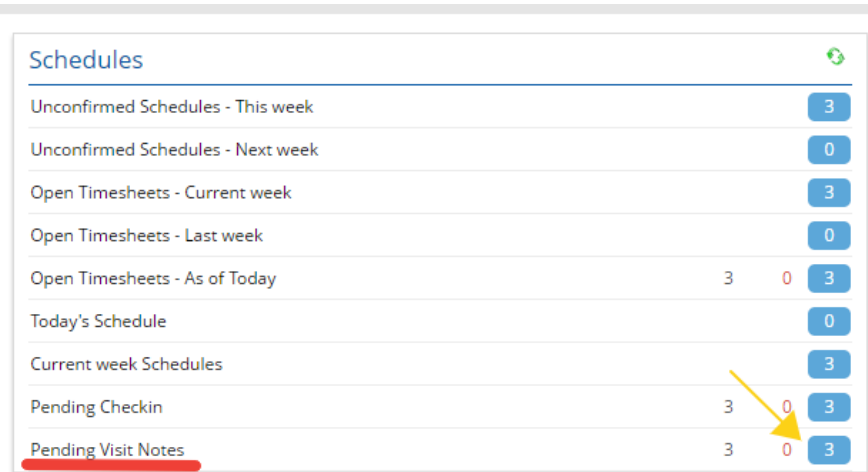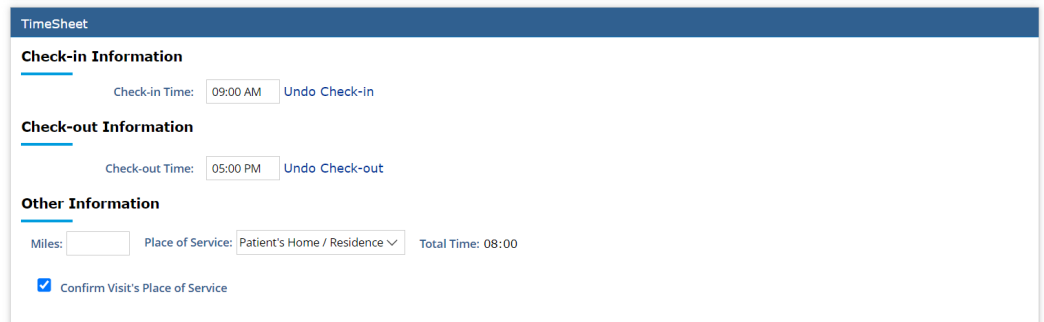# P-Charting (Paper Charting)

1. Complete your handwritten paper nurse's note
2. Login into Kantime
3. Click on the blue "Pending Visit Notes" ticker under the Schedules section. This will open all visit notes pending submission on your "Clinician Timesheet"

   a.
4. On your clinician timesheet locate the desired schedule you would like to submit a chart for (be sure to verify the Client, Visit Date, and Service before you begin charting). Once you have located the schedule click on the blue "p-chart" hyperlink to begin the check-in and submission process (if you do not see the desired schedule follow the instructions on creating a schedule before proceeding):
   a. Enter your check in and check out time and confirm visit's place of service

      i.
   b. Upload your paper chart by clicking the blue upload button:

      i.

ii. Select the folder "Paper Nurse Notes" from the drop down menu and attach your file by clicking "choose files" in the grey box.
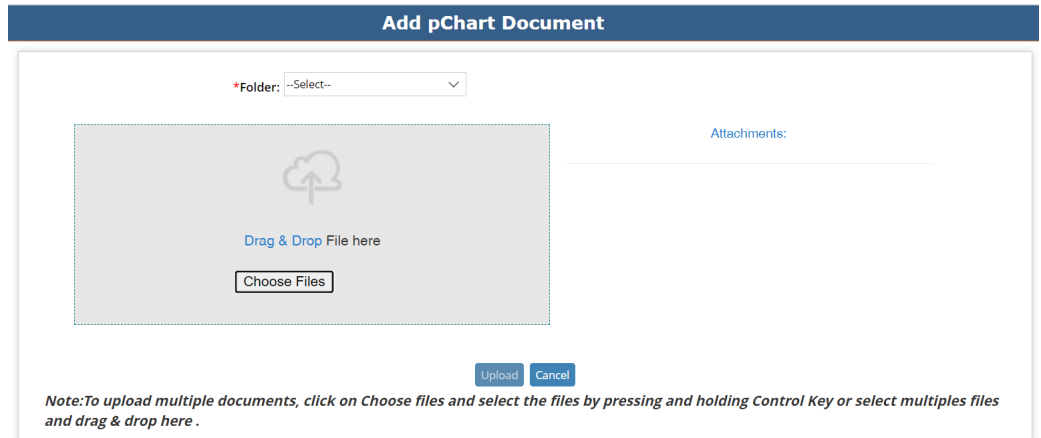

1. If you are using a smart device you will be prompted to either access your photo library, take a photo or video, or choose file
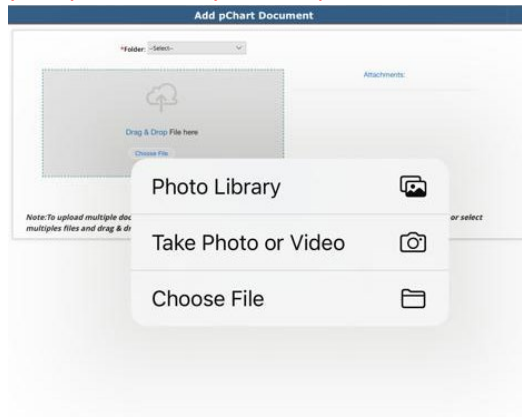
2. Please make sure the attachment you are uploading is clear and legible.
3. Be sure to verify that the attachment matches the schedule you are uploading to (verify client name, date, and schedule time).
   a. Any attachments that are NOT legible or do not match the schedule will not be approved for payment.

iii. Once file is attached click the blue upload button at the bottom of your window. This will attach the file to the schedule allowing you to submit your chart in the next step.
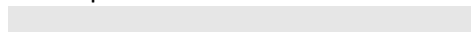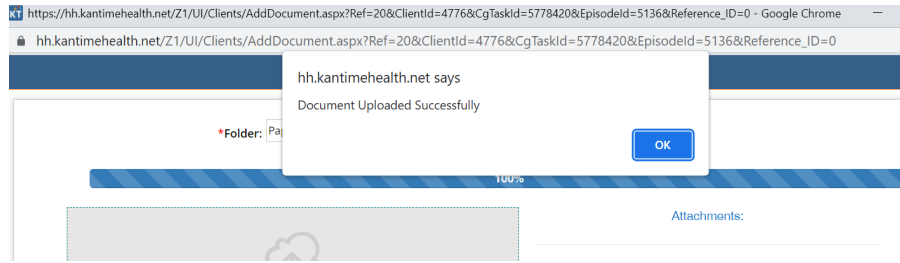
iv. Once file is attached under the document uploads section scroll up and click "Submit" to change the status of the chart to submitted.

1.

2.

3.

v. Your chart has not be sent to the QA team for approval.

5. You will repeat this process for any additional p-charts you need to submit.