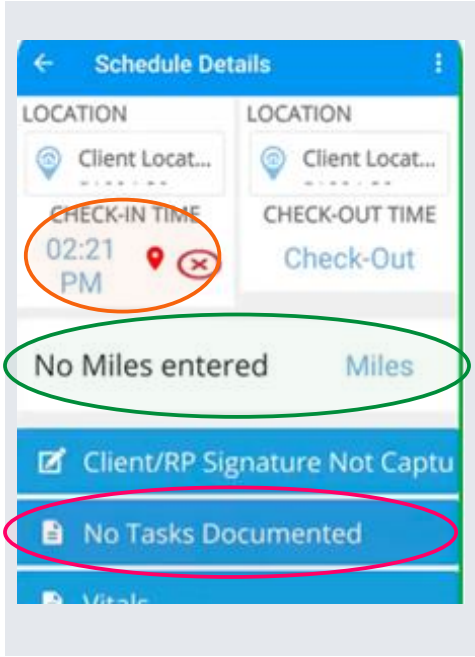
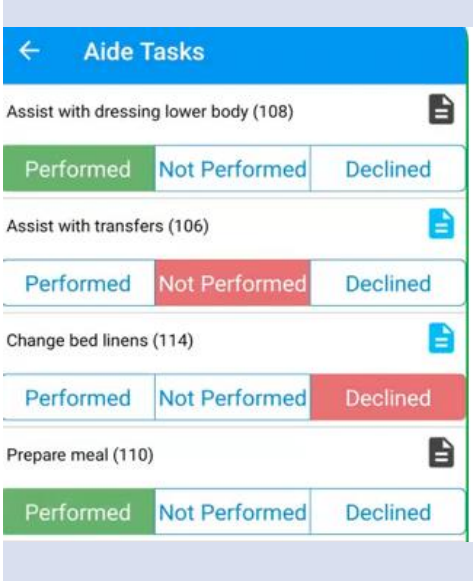
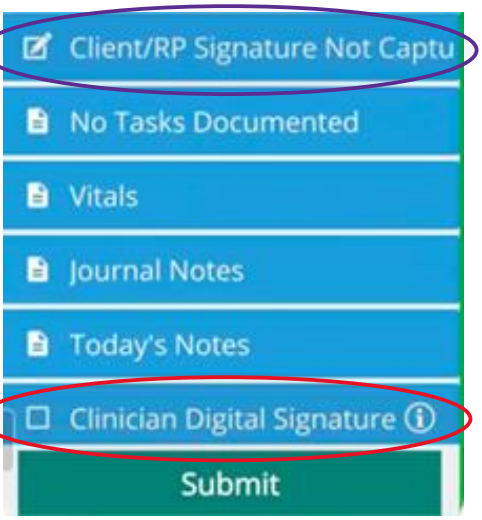


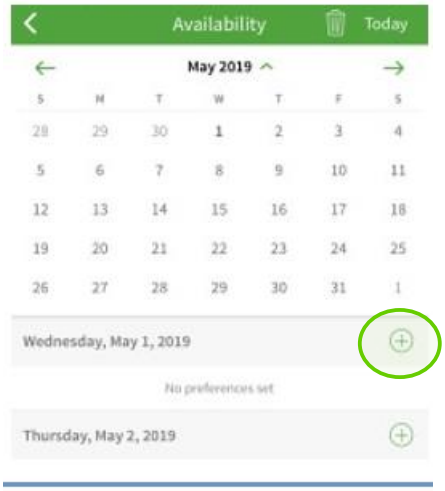

# CAREGIVER USA

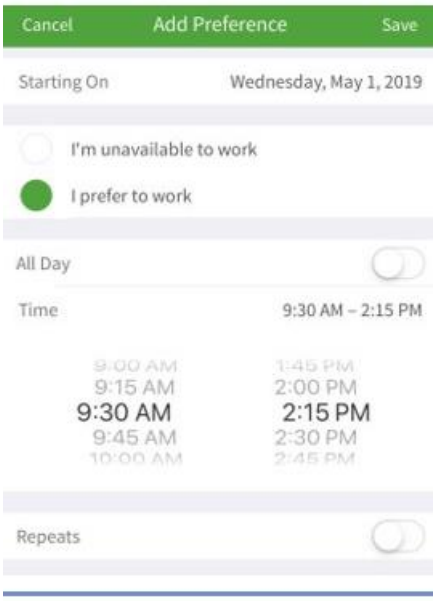
## NEW HIRE QUICK REFERENCE GUIDE

## KANTIME

**Log-in credentials:**
**Your 1st initial + full last name + @caregiverusa.com**

1. After logging in open the side menu. Select **"Schedules"** to view your client list for the day
2. Click on your client to view their **"Schedule Details".** You can see their location, length of service, and check-in page.
3. Once at your patient's location, **"Check-in".**
4. **Mileage** can be entered after you check-in. You can find the mileage from your GPS instructions. Make sure you input mileage from home to client and between clients. Do not include the mileage from your last client to home.
5. Select **"No Tasks Documented"** to document the tasks to be performed during your visit.
   a. Mark all tasks as "Performed", "Not Performed", or "Declined".
6. **Before** checking-out, you must sign your note. Select **"Clinician Digital Signature"**.
7. You must check-out before the client can sign the note. This is next to the "check-in" field under the patient details.
8. After checking-out, select **"Client/RP Signature Not Captured"** to obtain the client's signature.
   a. Click **"SAVE"** in the upper right-hand corner after the client signs!
9. Submit to close out the appointment.




## WHEN I WORK

**Your work availability is due monthly, by the 25th of the previous month.**

1. After logging in to **When I Work**, select "**Change my Availability"** at the bottom of page. This wil open the calendar.
2. Select the calendar date for which you would like to set your availability for.
3. Press the **"+"** to the right of the date to input your availability.
4. You may select that you are availble **"All Day"** or input a time range.
5. Select the **"Repeats"** function if you would like this schedule to repeat on certain days/weeks.

## WHAT'S APP

Communicate in your Personal group with any general inquiries, scheduling updates, time clock issues, and non-emergency client concerns.

Check the Caregiver USA Team group regularly for company-wide announcements. **Please do not send personal concerns/client conerns to the company group.**

PRIMEPAY

https://services.primepay.com/

To access your pay stubs and new hire paperwork.

KanTime

https://www.kantimehealth.net/

**Please update your password in KanTime on your brower (cannot be changed in the app). After logging in, go to Utilities and select Change Password.**