

## 打印日程表

- [从 Agency 选项卡选择打印日程表](#)
- [从 Individual 选项卡或仪表板选择打印日程表](#)

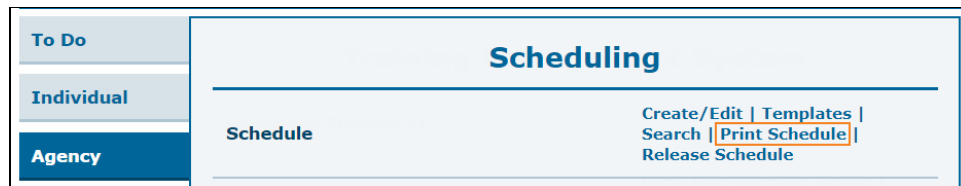
### 从 Agency 选项卡选择打印日程表

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具有 *日程表管理员* 管理角色的用户可以从 Agency 选项卡打印日程表。

1. 单击 Agency 选项卡“Scheduling”部分中 [Schedule](#) 选项旁的 **Print Schedule** 链接。



2. 在 **Print Schedule** 页面上，在以下字段中输入信息：
  - **Date From** 和 **To**：您想要打印日程表的日期范围。
  - **Include Protected Health Information (PHI)**：如果您需要在 PDF 上显示个人姓名，请选择此字段。
  - **Include Note**：如果您需要在 PDF 上显示日程时段中的“注释”，请选择此字段。
  - **Include Check-In/Check-Out Information**：如果您需要在 PDF 中显示签到和签退时间，请选择此字段。

在相应字段中输入个人、计划或员工内容，完成后单击“**Print**”按钮。下载的 PDF 文件将显示提供者的 [Therap IVR Phone](#)。如果选择员工作为搜索参数，则该员工的 [IVR User ID](#) 也会显示在 PDF 上。

**版本 2023.6.0**：在“Service Authorization”表单中为某项服务输入的 [Procedure Modifiers](#)，现在将显示在 PDF 文件（使用“Print Schedule”页面底部的 **Print** 按钮下载）中服务描述代码旁的括号内。如果在此页面上启用了 [Include Check-In/Check-Out Information](#)，则可打印的 PDF 文件现在将显示 [Start Date](#) 和 [End Date](#) 字段中输入的日期与相应的签到/签退日期不一致的日程时段的签到和签退日期。

- 如果您不选择 Include Protected Health Information (PHI)、Include Note 和 Include Check-In/Check-Out Information 字段，可打印的 PDF 文件将如下所示。

**Print Schedule**

Please select either an Individual, a Program or a Staff

\* **Date From**

\* **To**

**Include Protected Health Information (PHI)**

**Include Note**

**Include Check-In/Check-Out Information**

**Individual**

**Program**

**Staff**

Cancel
Print

Therap Demonstration Provider

**Schedule**

Staff : Mia Cole, Direct Support Professional  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 IVR User ID: : 1234567  
 Therap IVR Phone : (123) 456-7890

Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
09:00 AM - 10:00 AM 123-456-7 : (I) : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional	08:00 AM - 09:00 AM 234-567-1 : (I) : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional  09:00 AM - 10:00 AM 345-671-2 : (I) : Adult Day Training / S5102 (23-45-67-81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional	09:00 AM - 10:00 AM 456-712-3 : (I) : Personal Care Services / T1021 (34-56-78-12); Mia Cole, Direct Support Professional				

- 如果您选择了 Include Protected Health Information (PHI)、Include Note 和 Include Check-In/Check-Out Information 字段，可打印的 PDF 文件将如下所示。

**Print Schedule**

Please select either an Individual, a Program or a Staff

\* **Date From**

\* **To**

**Include Protected Health Information (PHI)**

**Include Note**

**Include Check-In/Check-Out Information**

**Individual**

**Program**

**Staff**

Cancel
Print

Therap Demonstration Provider

**Schedule**

Staff : Mia Cole, Direct Support Professional  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 IVR User ID: : 1234567  
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09:00 AM - 10:00 AM 123-456-7: (I) : Johnson, Isabella : Personal Care Assistance / T1019 (12-34-56-78); Isabella's mother w...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	08:00 AM - 09:00 AM 234-567-1 : (I) : Johnson, Isabella : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional (08:00 AM - 09:00 AM)  09:00 AM - 10:00 AM 345-671-2 : (I) : Johnson, Isabella : Adult Day Training / S5102 (23-45-67-81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional	09:00 AM - 10:00 AM 456-712-3 : (I) : Johnson, Isabella : Personal Care Services / T1021 (34-56-78-12); Isabella's mother wi...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)				

- 如果在“Print Schedule”页面上选择了 **Include Check-In/Check-Out Information**，则可打印的 PDF 文件将显示 **Start Date** 和 **End Date** 字段中输入的日期与相应的签到/签退日期不一致的日程时段的签到和签退日期。

**Print Schedule**

Please select either an Individual, a Program or a Staff

\* Date From:

\* To:

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual:

Program:

Staff:

**Therap Demonstration Provider**

**Schedule**

Staff : Mia Cole, Direct Support Professional  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 IVR User ID : 1234567  
 Therap IVR Phone : (123) 456-7890

Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
09:00 AM - 10:00 AM 123-456-7: (I) : Johnson, Isabella : Personal Care Assistance / T1019 (12-34-56-78); Isabella's mother w...; Mia Cole, Direct Support Professional (07/10/2023 08:00 AM - 07/10/2023 08:30 AM)	08:00 AM - 09:00 AM 234-567-1 : (I) : Johnson, Isabella : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional (08:00 AM - 09:00 AM) 09:00 AM - 10:00 AM 345-671-2 : (I) : Johnson, Isabella : Adult Day Training / S5102 (23-45-67-81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional	09:00 AM - 10:00 AM 456-712-3 : (I) : Johnson, Isabella : Personal Care Services / T1021 (34-56-78-12); Isabella's mother w...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)				

3. 如果选择个人作为搜索参数并选中 Include Protected Health Information (PHI) 字段，则 Individual Name、Medicaid Number、Date of Birth 和 Individual ID Number 字段将显示在 PDF 中，前提是在 Provider Preference 页面的 PDF Preference 部分启用了这些字段。

**Print Schedule**

Please select either an Individual, a Program or a Staff

\* Date From

\* To

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual

Program

Staff

Cancel
Print

**Therap Demonstration Provider**

Individual Name	Isabella Johnson
Medicaid Number	123456789
Date of Birth	07/25/1990
Individual ID Number	12345

**Schedule**

Individual : Isabella Johnson, 12346  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 Therap IVR Phone : (123) 456-7890

Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
09:00 AM - 10:00 AM 123-456-7 : (I) : Johnson, Isabella / 12346 : Personal Care Assistance / T1019 (12-34-56-78); Isabella's mother w...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	08:00 AM - 09:00 AM 234-567-1 : (I) : Johnson, Isabella / 12346 : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional (08:00 AM - 09:00 AM) 09:00 AM - 10:00 AM 345-671-2 : (I) : Johnson, Isabella / 12346 : Adult Day Training / S5102 (23-45-67-81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional	09:00 AM - 10:00 AM 456-712-3 : (I) : Johnson, Isabella / 12346 : Personal Care Services / T1021 (34-56-78-12); Isabella's mother wi...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)				

4. 如果您输入了 **Program** 字段内容并单击 **Print** 按钮，打印出的 PDF 文件中将显示该计划的计划日程表。

**Print Schedule**

Please select either an Individual, a Program or a Staff

\* **Date From**

\* **To**

**Include Protected Health Information (PHI)**

**Include Note**

**Include Check-In/Check-Out Information**

**Individual**

**Program**

**Staff**

Therap Demonstration Provider

**Schedule**

Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 Therap IVR Phone : (123) 456-7890

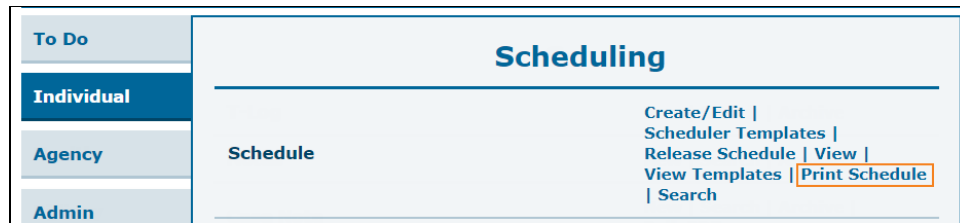
Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
		09:00 AM - 10:00 AM 123-456-7 : (P) 1st Street (Group Home); Please call Mia (dir...; Matthew Hill, Supervisor; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	08:00 AM - 09:00 AM 234-567-1 : (P) 1st Street (Group Home); Please call Mia (Dir...; Matthew Hill, Supervisor; Mia Cole, Direct Support Professional (08:00 AM - 09:00 AM)			

## 从 Individual 选项卡或仪表板选择打印日程表

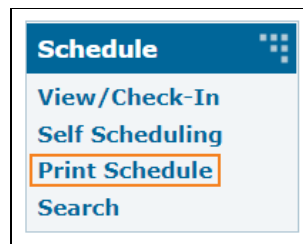
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具有基于个案量的 [日程表查看](#) 权限的用户可以从 Individual 选项卡中打印日程表。

1. 单击 Individual 选项卡“Scheduling”部分中 [Schedule](#) 选项旁的 **Print Schedule** 链接。



您还可以单击仪表板右侧“Schedule”部分中的 **Print Schedule** 链接。



2. 在 **Print Schedule** 页面上，在以下字段中输入信息：
  - **Date From** 和 **To**：您想要打印日程表的日期范围。
  - **Include Protected Health Information (PHI)**：如果您需要在 PDF 上显示个人姓名，请选择此字段。
  - **Include Note**：如果您需要在 PDF 上显示日程时段中的“注释”，请选择此字段。
  - **Include Check-In/Check-Out Information**：如果您需要在 PDF 中显示签到和签退时间，请选择此字段。
  - **Include Calendar Slots**：如果您需要在 PDF 上显示日历年段，请选择此字段。

从 Individual 选项卡中使用 **Print Schedule** 选项时，您需要在相应字段中输入个人或计划内容。但是，当从仪表板的 **Schedule** 部分使用 **Print Schedule** 选项时，您可以将 **Individual** 和 **Program** 字段留空。完成后单击 **Print** 按钮。下载的 PDF 文件将显示提供者的 **Therap IVR Phone**。当使用仪表板中的 **Print Schedule** 链接生成 PDF 时，用户的 **IVR User ID** 也将显示在 PDF 上。生成的 PDF 文件还将显示所选人员已注册的计划的计划日程表。

从 Agency 选项卡、Individual 选项卡或仪表板中使用 Print Schedule 功能时，如果未选中 Include Protected Health Information (PHI) 字段，则将不会在下载的 PDF 顶部显示 Individual Name、Medicaid Number、Date of Birth 和 Individual ID Number，即使在 Provider Preference 页面中启用了它们也是如此。

- 如果您不选择 Include Protected Health Information (PHI)、Include Note、Include Check-In/Check-Out Information 和 Include Calendar Slot 字段，可打印的 PDF 文件将如下所示。

**Print Schedule**

Please select either an Individual or a Program

\* Date From:

\* To:

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual:

Program:

Cancel
Print

Therap Demonstration Provider

**Schedule**

Staff : Mia Cole, Direct Support Professional  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 IVR User ID: : 1234567  
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- 如果您选择了 Include Protected Health Information (PHI)、Include Note、Include Check-In/Check-Out Information 和 Include Calendar Slot 字段，可打印的 PDF 文件将如下所示。如果在 Provider Preference 页面的 PDF Preference 部分中启用了 Individual Name、Medicaid Number、Date of Birth 和 Individual ID Number 字段，则这些字段将显示在生成的 PDF 的顶部。

**Print Schedule**

Please select either an Individual or a Program

\* **Date From**

\* **To**

**Include Protected Health Information (PHI)**

**Include Note**

**Include Check-in/Check-Out Information**

**Individual**

**Program**

Therap Demonstration Provider

Individual Name	Isabella Johnson
Medicaid Number	123456789
Date of Birth	07/25/1990
Individual ID Number	12345

**Schedule**

Individual : Isabella Johnson, 12346  
 Start Date : Sun, 07/09/2023  
 End Date : Wed, 07/12/2023  
 Time Zone : US/Eastern  
 Therap IVR Phone : (123) 456-7890

Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
09:00 AM - 10:00 AM 123-456-7 : (I) : Johnson, Isabella / 12346 : Personal Care Assistance / T1019 (12-34-56-78); Isabella's mother w...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	08:00 AM - 09:00 AM 234-567-1 : (I) : Johnson, Isabella / 12346 : Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional (08:00 AM - 09:00 AM)	09:00 AM - 10:00 AM 345-671-2 : (I) : Johnson, Isabella / 12346 : Adult Day Training / S5102 (23-45-67-81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	09:00 AM - 10:00 AM 456-712-3 : (I) : Johnson, Isabella / 12346 : Personal Care Services / T1021 (34-56-78-12); Isabella's mother w...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)			