

列印排程表

- [從 Agency 標籤選擇列印排程表](#)
- [從 Individual 標籤或儀表板選擇列印排程表](#)

從 Agency 標籤選擇列印排程表

[\[回到頂部\]](#)

具有 **排程表管理員** 管理權限的使用者可以從 Agency 標籤列印排程表。

1. 按一下 Agency 標籤「Scheduling」部分中 **Schedule** 選項旁的 **Print Schedule** 連結。



2. 在 Print Schedule 頁面上，在以下欄位中輸入資訊：
 - **Date From** 和 **To**：您想要列印排程表的日期範圍。
 - **Include Protected Health Information (PHI)**：如果您需要在 PDF 上顯示個人姓名，請選擇此欄位。
 - **Include Note**：如果您需要在 PDF 上顯示排程時段中的「註釋」，請選擇此欄位。
 - **Include Check-In/Check-Out Information**：如果您需要在 PDF 中顯示簽到和簽退時間，請選擇此欄位。

在相對應的欄位中輸入個人、計劃或員工內容，完成後按一下「**Print**」按鈕。下載的 PDF 檔案將顯示提供者的 **Therap IVR Phone**。如果選擇員工作為搜尋參數，則該員工的 **IVR User ID** 也會顯示在 PDF 上。

版本 **2023.6.0** : 在「Service Authorization」表單中為某項服務輸入的 Procedure Modifiers，現在將顯示在 PDF 檔案 (使用「Print Schedule」頁面底部的 **Print** 按鈕下載) 中服務描述代碼旁的括號內。如果在此頁面上啟用了 Include Check-In/Check-Out Information，則可列印的 PDF 檔案現在將顯示 Start Date 和 End Date 欄位中輸入的日期與相對應的簽到/簽退日期不一致的排程時段的簽到和簽退日期。

- 如果您不選擇 Include Protected Health Information (PHI)、Include Note 和 Include Check-In/Check-Out Information 欄位，可列印的 PDF 檔案將如下所示。

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				

- 如果您選擇了 Include Protected Health Information (PHI)、Include Note 和 Include Check-In/Check-Out Information 欄位，可列印的 PDF 檔案將如下所示。

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

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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」頁面上選擇了 Include Check-In/Check-Out Information，則可列印的 PDF 檔案將顯示 Start Date 和 End Date 欄位中輸入的日期與相對應的簽到 / 簽退日期不一致的排程時段的簽到和簽退日期。

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 wi...; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)				

3. 如果選擇個人作為搜尋參數並選中 Include Protected Health Information (PHI) 欄位，則 Individual Name、Medicaid Number、Date of Birth 和 Individual ID Number 欄位將顯示在 PDF 中，前提是在 Provider Preference 頁面的 PDF Preference 部分啟用了這些欄位。

Print Schedule

Please select either an Individual, a Program or a Staff

* Date From: 07/09/2023

* To: 07/12/2023

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual: Isabella Johnson / 12346

Program: Search

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)			

- 如果您輸入了 **Program** 欄位內容並按一下 **Print** 按鈕，列印出的 PDF 檔案中將顯示該計劃的計劃排程表。

Print Schedule

Please select either an Individual, a Program or a Staff

* Date From: 07/09/2023

* To: 07/12/2023

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual: Search

Program: 1st Street (Group Home)

Staff:

Cancel Print

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

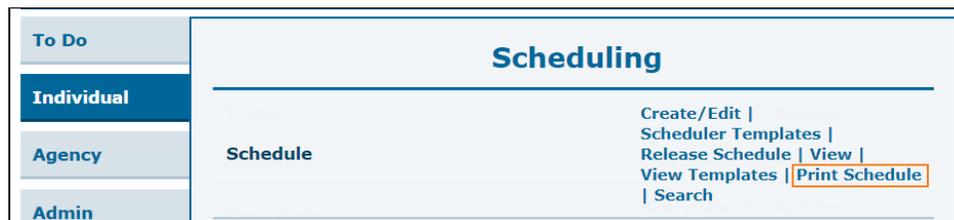
Sun, 07/09/2023	Mon, 07/10/2023	Tue, 07/11/2023	Wed, 07/12/2023	Thu, 07/13/2023	Fri, 07/14/2023	Sat, 07/15/2023
		09:00 AM - 10:00 AM 123-456-7 : (P) 1st Street (Group Home); Please call Mia (dir...; Matthew Hill, Supervisor; Mia Cole, Direct Support Professional (09:00 AM - 10:00 AM)	08:00 AM - 09:00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

從 Individual 標籤或儀表板選擇列印排程表

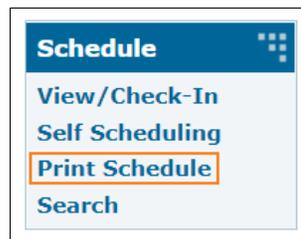
[\[回到頂部\]](#)

具有基於個案量的 **排程表查看** 權限的使用者可以從 Individual 標籤中列印排程表。

1. 按一下 Individual 標籤「Scheduling」部分中 **Schedule** 選項旁的 **Print Schedule** 連結。



您還可以按一下儀表板右側「Schedule」部分中的 **Print Schedule** 連結。



2. 在 Print Schedule 頁面上，在以下欄位中輸入資訊：
 - **Date From** 和 **To**：您想要列印排程表的日期範圍。
 - **Include Protected Health Information (PHI)**：如果您需要在 PDF 上顯示個人姓名，請選擇此欄位。
 - **Include Note**：如果您需要在 PDF 上顯示排程時段中的「註釋」，請選擇此欄位。
 - **Include Check-In/Check-Out Information**：如果您需要在 PDF 中顯示簽到和簽退時間，請選擇此欄位。
 - **Include Calendar Slots**：如果您需要在 PDF 上顯示日曆時段，請選擇此欄位。

從 Individual 標籤中使用 Print Schedule 選項時，您需要在相對應的欄位中輸入個人或計劃內容。但是，當從儀表板的 Schedule 部分使用 Print Schedule 選項時，您可以將 **Individual** 和 **Program** 欄位留空。完成後按一下 **Print** 按鈕。下載的 PDF 檔案將顯示提供者的 **Therap IVR**

Phone。當使用儀表板中的 **Print Schedule** 連結產生 PDF 時，使用者的 **IVR User ID** 也將顯示在 PDF 上。產生的 PDF 檔案還將顯示所選人員已註冊計劃的計劃排程表。

從 Agency 標籤、Individual 標籤或儀表板中使用 **Print Schedule** 功能時，如果未選中 **Include Protected Health Information (PHI)** 欄位，則將不會在下載的 PDF 頂部顯示 **Individual Name**、**Medicaid Number**、**Date of Birth** 和 **Individual ID Number**，即使在 **Provider Preference** 頁面中啟用了它們也是如此。

- 如果您不選擇 **Include Protected Health Information (PHI)**、**Include Note**、**Include Check-In/Check-Out Information** 和 **Include Calendar Slot** 欄位，可列印的 PDF 檔案將如下所示。

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
 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				

- 如果您選擇了 Include Protected Health Information (PHI)、Include Note、Include Check-In/Check-Out Information 和 Include Calendar Slot 欄位，可列印的 PDF 檔案將如下所示。如果在 Provider Preference 頁面的 PDF Preference 部分中啟用了 Individual Name、Medicaid Number、Date of Birth 和 Individual ID Number 欄位，則這些欄位將顯示在產生的 PDF 的頂部。

Print Schedule

Please select either an Individual or a Program

* Date From: 07/09/2023

* To: 07/12/2023

Include Protected Health Information (PHI)

Include Note

Include Check-In/Check-Out Information

Individual: Isabella Johnson / 12346

Program: Search

Cancel Print

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

Therap Demonstration Provider

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 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)				
	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					