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。

To Do	Trainic	Scheduling
Individual		Create/Edit Templates
Agency	Schedule	Search Print Schedule Release Schedule

- 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 <u>Therap IVR Phone</u>。如果選擇員工作為搜尋參數,則該員工的 <u>IVR User</u> <u>ID</u> 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 <u>Include Protected Health Information (PHI)</u>、<u>Include Note</u> 和 <u>Include</u>
 <u>Check-In/Check-Out Information</u> 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							
* Di	ate From	07/09/20	23				
	* То	07/12/20	23				
Include Protected Health							
Incl	ude Note						
Include Check-In/Check-Out Information							
Individual							
	Program	Search					
	Staff	Mia Cole	/ Direct Support Profes	sional			
Cancel Schedule Staff : Start Date :	Mia Cole, D Sun, 07/09/	irect Supp 2023	ort Professional			Therap Demon	Print stration Provi
End Date:Time Zone:IVR User ID::Therap IVR Phone :	Wed, 07/12 US/Eastern 1234567 (123) 456-7	72023 890					
Sun, 07/09/2023	Mon, 07/1	0/2023	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 - 10:00 Cole, Direct Support : (I) : : (I) : : (I) : : are Professional : / : (I) : : 34-56- ole, al 09:00 AM - 10:00 : Adult Day Training al 345-671-2 : (I) : S5102 (23-45-67- 81); Personal Care Assistance / T1019 (12-34-56-78); Mia Cole, Direct Support		09:00 AM - 10:00 AM 456-712-3 : (I) : Personal Care Services / T1021 (34-56-78-12); Mia Cole, Direct Support Professional				

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

Print Schedule							
		Plea	ase select either an Inc	lividual, a Program or a	Staff		
* Date From 07/09/202		07/09/202	3				
	* To	07/12/202	3				
Include Protected I Information	Health 🛛 🗹 n (PHI)						
Include	e Note 🗹						
Include Check-In/Chec Inform	ck-Out 🗹 mation						
Indi	ividual	Search					
Pro	ogram	Search					
	Staff	Mia Cole /	/ Direct Support Profes	sional			
						\sim	
Cancel					/		Print
End Date: WeTime Zone: USIVR User ID:: 12Therap IVR Phone : (12)	/ed, 07/12/20 S/Eastern 234567 23) 456-7890	023					
Sun, 07/09/2023	Mon, 07/10/2	023	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- T8); Isabella's mother w Mia Cole, Direct Support	08:00 AM - 09:00 AM 234-567-1 : (I) : Johnson, Isabella : Personal Care Assistance / T1019 012-34-56-78); Mia Cole, Direct Support Professional (08:00 AM - 09:00 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				



。 如果在「Print Schedule」頁面上選擇了 <u>Include Check-In/Check-Out Information</u> · 則可 列印的 PDF 檔案將顯示 <u>Start Date</u> 和 <u>End Date</u> 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							
		Ple	ase select either an Ind	lividual, a Program or a	Staff		
* Date From 07/09/20:			23 🗮				
	* То	07/12/20	23				
Include Protecte Informati	d Health ion (PHI)	Z					
Inclu	ide Note						
Include Check-In/Ch Info	eck-Out						
In	dividual	Search					
Program Search		Search					
	Staff	Mia Cole	/ Direct Support Profes	sional			
Cancel							Print
End Date : \ Time Zone : L IVR User ID: : Therap IVR Phone : (Ned, 07/12/ US/Eastern 1234567 (123) 456-78	'2023 890					
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 - AM 234-567-1 Johnson, Ik Personal C Assistance (12-34-56- Cole, Direc Support Profession (08:00 AM - AM) 09:00 AM - AM 345-671-2 Johnson, Is : Adult Day Training / S (23-45-67-1 Personal C Assistance T1019 (12-	· 09:00 : (I) : sabella : iare / T1019 78); Mia xt al - 09:00 · (I) : sabella / 55102 81); iare e, / - 34-56-	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)		0110/2020	01114/2023	0110/2023

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 如果選擇個人作為搜尋參數並選中 <u>Include Protected Health Information (PHI)</u> 欄位,則 <u>Individual Name</u>、<u>Medicaid Number</u>、<u>Date of Birth</u> 和 <u>Individual ID Number</u> 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。

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Print Schedule							
		PI	ease select either an Ind	dividual, a Program or a	Staff		
* Date From 07/09/20		023					
	* To 07/12/20		023				
Include Protected Health							
Include Note							
Include Check-In/Ch Info	neck-Out prmation						
In	idividual	Isabella	Johnson / 12346				
	Program	Search					
	Staff						
Cancel							Print
Individual Name Medicaid Number Date of Birth Individual ID Number Schedule Individual : 1 Start Date : 5	Isabel 12345 07/25 12345 sabella Jo Sun, 07/09	lla Johnson 56789 /1990 5 hnson, 123 /2023	346		4		
End Date : \ Time Zone : U Therap IVR Phone : (Wed, 07/12 JS/Easterr (123) 456-7	2/2023 n 7890					
Sun, 07/09/2023	Mon, 07/1	0/2023	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 234-567-1 Johnson, / 12346 : Care Assi T1019 (12 78): Mia (- 09:00 I : (I) : Isabella Personal stance / 2-34-56- Cole,	09:00 AM - 10:00 AM				

4. 如果您輸入了 <u>Program</u> 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。

* == 10



Print Schedule						
		Please select either a	n Individual, a Program or a	Staff		
	* Date From	07/09/2023	Î			
	* То	07/12/2023				
Include Pro Info	tected Health rmation (PHI)					
	Include Note					
Include Check-	In/Check-Out Information					
	Individual	Search				
	Program	1st Street (Group Home)				
	Staff					
Cancel						Print
					Therap Demor	stration Prov
SCNEQUIE Start Date End Date Fime Zone Fherap IVR Pho	: Sun, 07/09, : Wed, 07/12 : US/Eastern ne : (123) 456-7	/2023 2/2023 1 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。

To Do		Scheduling
Individual	100.000	Create/Edit
Agency	Schedule	Scheduler Templates Release Schedule View View Templates Print Schedule
Admin		Search

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

Schedule	19
View/Check-In	
Self Scheduling	
Print Schedule	
Search	

- 2. 在 Print Schedule 頁面上,在以下欄位中輸入資訊:
 - o 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 <u>Individual</u> 和 <u>Program</u> 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 <u>Therap IVR</u>

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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。

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



Print Schedule							
Please select either an Individual or a Program							
* Di	ate From	07/09/20	23				
	* То	07/12/20	23				
Include Protecte Informat	Include Protected Health Information (PHI)						
Incl	ude Note						
Include Check-In/Check-Out							
Ir	ndividual	Isabella	Johnson / 12346				
	Program	Search					
Cancel					/		Print
Staff : Start Date : End Date : Time Zone : IVR User ID: : Therap IVR Phone : :	Mia Cole, D Sun, 07/09/ Wed, 07/12 US/Eastern 1234567 (123) 456-7	irect Supp 2023 /2023 890	ort Professional		•		
Sun, 07/09/2023	Mon, 07/10	0/2023	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 AM 234-567-1 Personal C Assistance (12-34-56- Cole, Diret Support Profession 09:00 AM AM 345-671-2 Adult Day (S5102 (2 831); Perso Assistance (12-34-56- Cole, Diret Support	- 09:00 : (I) : 2are / T1019 /T1019 /T1019 r8; Mia ct - 10:00 : (I) : Training 3-45-67 ining 3-45-67 r8; Mia ct / T1019 r8; Mia ct / T1019 - 10:00 : (I) : Training 3-45-67 / T1019 r8; Mia ct - 10:00 : (I) : Training 3-45-67 / T1019 r8; Mia ct - 10:00 : (I) : Training 3-45-67 / T1019 / T1019 - 10:00 : (I) : Training - 10:00 : (I) : - 10:019 / T019 / T0	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 <u>Include Protected Health Information (PHI)</u>、<u>Include Note</u>、<u>Include Check-In/Check-Out Information</u>和 <u>Include Calendar Slot</u>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 <u>Individual Name</u>、<u>Medicaid Number</u>、<u>Date of Birth</u>和 <u>Individual ID Number</u>欄位,則這些欄位將顯 示在產生的 PDF 的頂部。

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Print Schedule						
	Pl	ease select either an Inc	lividual or a Program			
* Date From	07/09/20	023				
* То	07/12/20	023				
Include Protected Health Information (PHI)						
Include Note						
Include Check-In/Check-Out Information						
Individual	Isabella	Johnson / 12346				
Program	Search					
					\frown	
Cancel				/	Theran Demor	Print Instration Prov
Individual Name Isab Medicaid Number 123 Date of Birth 07/2 Individual ID Number 123	ella Johnson 156789 5/1990 15			4	Therap Denior	
Start Date : Sun, 07/0 End Date : Wed, 07/ Time Zone : US/Easte Therap IVR Phone : (123) 456	9/2023 12/2023 rn -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
08:00 Al AM 234-567 Johnsor / 12346 09:00 AM - 10:00 AM 123-466-7: (I) : Johnson, Isabella / 12346 : Personal Care Assistance / T1019 (12-34-56 78); Isabella's mother w; Mial 345-671	M - 09:00 -1 : (I) : , Isabella : Personal sistance / 12-34-56- Cole, upport onal M - 09:00 M - 10:00 -2 : (I) :	09:00 AM - 10:00 AM 456-712-3 : (1) : Johnson, Isabella / 12346 : Personal Care Services / T1021 (34-56-78-12); Isabella's mother w, Mia Cole,				