

Provider Notes Tab (For Provider Use)

- Under the Provider Notes tab enter the provider note information in all fields and click Submit Notes.

Note: All fields are required except the Note column. Please fill in all information accurately. You will only be able to submit provider notes for up to one week following the scheduled shift.

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<< 02/01/17 - 02/28/17 >>
➔
Submit Note

Date	My Shift	Location	AM/PM	Role Type	Student Hours	Student Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	AM	Student	2	00	John	Smith	(555) 5555555	
02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/17/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/20/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/21/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/23/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/24/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/27/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				

Submit Note

- The Provider Note is now displaying for all admin users. Use the Add Note 2 link to add an additional note to the same shift.

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Submit Note

Date	My Shift	Location	AM/PM	Role Type	Student Hours	Student Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	Student: AM 2 hrs John Smith (555)5555555							Add Note 2 X Note
02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/17/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/20/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/21/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/23/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/24/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/27/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				

Submit Note

- Fill out the info for the second provider note.

Date	Shift	Location	AM/PM	Coverage Type	Hours	Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	AM	Student	1	30	Amanda	Johnson	(555) 5555555	

- To edit a Provider Note you must use the X Note link to delete the note and then resubmit the corrected provider note.

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Date	My Shift	Location	AM/PM	Role Type	Student Hours	Student Minutes	First Name	Last Name	Phone Number	Note (Max 15 chars)
02/06/17	830a - 730p(60L)	01340H	AM	Student: AM 2 hrs John Smith (555)5555555	Student: AM 1.5 hrs Amanda Johnson (555)5555555					Add Note2 X Note
02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/17/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/20/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/21/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/23/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/24/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/27/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				

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02/07/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/09/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/10/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/13/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/14/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/16/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/17/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/20/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/21/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/23/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/24/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/27/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				
02/28/17	830a - 730p(60L)	01340H	<-select->	<-select->	<-select->	<-select->				

- Repeat this process for each provider note needed.