

CLOCK IN 833.655.6804

- 1

Enter your ID Number, followed by #

YOUR ID:
- 2

Listen to your ID number

Press 1 to confirm or

Press 2 to re-enter, if incorrect
- 3

If you only have one schedule,

Press 1 to clock in, or

If you have multiple schedules, listen for options until you hear the name of the person you want to check in for


Press corresponding number to the name you want to check in

Name will be repeated to confirm, if correct,

Press 1 to clock in

EXAMPLE: IF YOUR CLIENT IS JOHN DOE, PRESS ONE.
IF YOUR CLIENT IS MARY JANE, PRESS TWO, ETC.
- 4

Hang up!



TAKE BREAK 833.655.6804

- 1

Enter your ID Number, followed by #

YOUR ID:
- 2

Listen to your ID number

Press 1 to confirm or

Press 2 to re-enter, if incorrect
- 3

Confirm that you are with the right patient


Press 1 to confirm

EXAMPLE: IF YOUR CLIENT IS JOHN DOE, PRESS ONE.
- 4

To start a break, **Press 1** to confirm, or

To end a break, **Press 2** to confirm
- 5

Hang up!



CLOCK OUT 833.655.6804

- 1

Enter your ID Number, followed by #

YOUR ID:
- 2

Listen to your ID number

Press 1 to confirm or

Press 2 to re-enter, if incorrect
- 3

Confirm that you are with the right patient

Press 1 to confirm

EXAMPLE: IF YOUR CLIENT IS JOHN DOE, PRESS ONE.
- 4

To end shift, **Press 2** to continue to Tasks

TASKS MUST BEEN ANSWERED IN ORDER TO SIGN OUT
- 5

Kantime will list several tasks and you need to answer accordingly

Press 1 if task was performed

Press 2 if declined/not performed

Press 9 to repeat task

If you **Pressed 2** (task declined), you will need to indicate a reason code

Press 91 task just wasn't completed

Press 92 patient declined task

Press 93 patient completed on own

EXAMPLE: SYSTEM SAYS 'PATIENT LAUNDRY'. YOU PRESS 2 (NOT PERFORMED). SYSTEM ASKS FOR REASON CODE, YOU PRESS 92 BECAUSE PATIENT REQUESTED YOU NOT DO THEIR LAUNDRY THAT DAY.
- 6

Hang up!