

Navigate to your schedule:

Schedules -> Clinician -> Clinician Calendar

The screenshot displays the KanTime Home Healthcare Software interface. At the top, there is a blue header with the KanTime logo on the left and the text "Home Healthcare Software" on the right. Below the header is a navigation bar with a home icon and several menu items: "Client", "Staff", "Schedules", and "Accounts". The "Schedules" menu is expanded, showing "Clinician" (which is further expanded to "Clinician Calendar" and "Clinician Weekly Schedule") and "Create Schedules".

Below the navigation bar, there are two summary cards. The "Schedules" card has a refresh icon and contains the following data:

Category	Count	Count	Count
Unconfirmed Schedules - This week			1
Unconfirmed Schedules - Next week			1
Pending Check-in	1	0	1
Pending Visit Notes	1	0	1

The "HR" card contains the following items:

- Renewable - Expiring in next 30 days
- Renewable - Expired Items

Double-click the visit you wish to complete:

Double-click the blue planned visit and a new page will pop open. From here, find the “Checkin Time” box and click Checkin

The image displays a software interface for managing a clinician's schedule. On the left, the 'Clinician Calendar' shows a grid for November 2025. A visit on November 5th is highlighted in blue and enclosed in a red box. This visit details include: Client, Test (1488); 10:00 AM-11:00 AM; MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees); 42A; and Nov 12.

On the right, the 'Edit Schedule' window is open, showing the details for the selected visit. The visit is scheduled for 11/05/2025 at 10:00 AM, lasting 1 unit. The client is Client, Test (1488) with phone (281) 931-5500. The payer is DSA - CLASS Specialized Therapies & Rq Fees. The service is MASSAGE THERAPY. The pay rate is 77.43. The 'Checkin Time' field is empty, and the 'Checkin' button is highlighted in red. Other fields include 'CheckOut Time', 'Miles', 'Billable', and 'Payable'.

Input your Checkin and Checkout times:

Input times in 24-hour format, or you may input as “10a” or “10p”. Hit tab after inputting your checkout time and Kantime will automatically convert your time to the correct format. Click continue when you are finished.

Edit Timesheet

Check-In : 10:00

Check-out : 11:00

Edited Hours : 01:00

Payable Hours : 01:00

** You are going to do Check-in & Check-out. Do you want to continue?*

[Continue](#) [Close](#)

Completed Visit:

Once you have successfully checked in and out, the visit will appear green. This will let our payroll team know that this visit needs to be processed for payment.

Clinician: [Therapist, Test](#) Phone:

Nov, 2025			
Monday	Tuesday	Wednesday	Thursday
Oct 27	Oct 28	Oct 29	Oct 30
Nov 3	Nov 4	Nov 5 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 6
Nov 10	Nov 11	Nov 12 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 13
Nov 17	Nov 18	Nov 19 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A	Nov 20
Nov 24	Nov 25	Nov 26	Nov 27