

Navigate to your schedule:

Schedules -> Clinician -> Clinician Calendar

The screenshot shows 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 title "Schedules" and a refresh icon. It contains a table with 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 has a title "HR" and contains two items: "Renewable - Expiring in next 30 days" and "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 “Date” box.

The image shows a software interface for managing a clinician's schedule. On the left is the 'Clinician Calendar' for November 2025, showing a grid of dates. A visit on November 5th is highlighted with a red box. On the right is a pop-up window titled 'Edit Schedule' for the selected visit. The 'Date' field in the 'Schedule Information' section is also highlighted with a red box.

Clinician Calendar

Case Manager: ALL
Clinician: Therapist, Test (MASSAGE)

Nov 2025

Service Code Client Phone Client EMAIL Client Address Client City Client ZipCode Notes

Clinician: Therapist, Test Phone:

Monday	Tuesday	Wednesday
Oct 27	Oct 28	Oct 29
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 10	Nov 11	Nov 12
Nov 17	Nov 18	Nov 19
Nov 24	Nov 25	Nov 26

Edit Schedule

Save Cancel Schedule Missed Visit Reschedule Split Schedules Chart Close

Schedule Information

Client: Client, Test (1488) Phone: (281) 931-5500
* Payer: DSA - CLASS Specialized Therapies & Rq Fees
Date: 11/05/2025
Start Time: 10:00 AM Units: 1
End Time: 11:00 AM Total Working Hours: 01:00
Authorized Hours: 1
* Discipline: ST
* Service: MASSAGE THERAPY
Clinician: Therapist, Test (MASSAGE) Phone:
 Override Pay Rate Pay Rate: 77.43 Pay Mode: Hourly
 Override Bill Rate * Bill Rate: **** Bill Mode: Unit Rate
HCPCS: 97124
Revenue Code:
Checkin Time: Checkin Clinician Confirmed:
CheckOut Time: Checkout Place of Service: Member Home
Edited Hours: Payable Hours:
Miles: Payable:
Billable: Non-Billable reason: -Select -
Auth Not Required: Authorization:

Change Date:

From here the calendar will drop down and you can select the new date for the visit.

Hit save at the top and close the visit. It will now be on the new date in the calendar

Edit Schedule

Save Cancel Schedule Missed Visit Reschedule

Schedule Information

Client:	Client, Test (1488)		Phone:		
* Payer:	DSA - CLASS Specialized Therapies & Rq Fees ▾				
Date:	11/05/2025				
Start Time:					
End Time:					Total Work
Authorized Hours:					
* Discipline:					
* Service:					
Clinician:					
<input type="checkbox"/>				Rate:	Hourly ▾
<input type="checkbox"/>	Override Bill Rate				
* Bill Rate:	****		Bill Mode:	Unit Rate ▾	

Nov2025

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

TodayClose