

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 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 text:

- 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 “Missed Visit” button at the top of the page.

The screenshot displays a scheduling interface. On the left, a calendar for November 2025 shows a grid of dates. A visit is scheduled for Nov 5, Nov 12, Nov 19, and Nov 26. The visit details for Nov 5 are: Client, Test (1488), 10:00 AM-11:00 AM, MASSAGE THERAPY (DSA - CLASS Specialized Therapies & Rq Fees) 42A. The visit is highlighted in blue.

On the right, the 'Edit Schedule' modal window is open. At the top, there is a navigation bar with buttons: Save, Cancel Schedule, Missed Visit (highlighted with a red box), Reschedule, Split Schedules, Chart, and Close. Below this is the 'Schedule Information' section with the following details:

- Client: Client, Test (1488) | Phone: (281) 931-5500
- Payer: DSA - CLASS Specialized Therapies & Rq Fees
- Date: 11/05/2025
- Start Time: 10:00 AM | End Time: 11:00 AM | Units: 1
- Authorized Hours: 1 | Total Working Hours: 01:00
- Discipline: ST | Service: MASSAGE THERAPY
- Clinician: Therapist, Test (MASSAGE) | Phone: [icon]
- Override Pay Rate: Pay Rate: 77.43 | Pay Mode: Hourly
- Override Bill Rate: Bill Rate: **** | Bill Mode: Unit Rate
- HCPCS: 97124
- Revenue Code: [empty]
- Checkin Time: [empty] | Checkin [button] | Clinician Confirmed:
- Checkout Time: [empty] | Checkout [button] | Place of Service: Member Home
- Edited Hours: [empty] | Payable Hours:
- Miles: [empty] | Payable:
- Billable: Non-Billable reason: - Select -

At the bottom of the modal, there is a legend for visit status: Confirmed (green), Completed (light green), Approved (dark green), Missed Visit (yellow), Auth Not Required (orange), Visit Plan not Approved (red), Authorization: No Authorization (grey), Partial Authorization (dark red).

Select the reason for the missed visit and hit save:

Missed Visit Confirm ?

Client Info

*Client: Patient ID: 1488

SOC: 07/01/2025 Episode Period: 1 - 07/01/2025 -- 06/30/2026 Visit Date: 11/05/2025

Payer Source: DSA - CLASS Specialized Therapies & Rq Fees Primary Diagnosis: F84.0 - Autistic disorder

Reason for Missed Visit

* Client Related:

* Clinician Related:

Notes:

Close this window and the visit will turn yellow, indicating it as missed. This will let us know that this visit will not be taking place and we do not need to follow up with you.

Nov, 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
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 7
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 14
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 21
Nov 24	Nov 25	Nov 26 Client, Test (1488) 10:00 AM-11:00 AM MASSAGE THERAPY (DSA - CLASS Specialized	Nov 27	Nov 28