

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 currently open, showing a sub-menu with "Clinician" (selected) and "Create Schedules". Under "Clinician", there are two options: "Clinician Calendar" and "Clinician Weekly Schedule".

Below the navigation bar, there are two main summary cards. The left card is titled "Schedules" and contains a table with the following data:

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

The right card is titled "HR" and contains two summary 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, scroll to the bottom and click “Add Document”.

* 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:	MESSAGE THERAPY		
Clinician:	Therapist, Test (MASSAGI)	Phone:	
<input type="checkbox"/> Override Pay Rate	Pay Rate: 77.43	Pay Mode:	Hourly
<input type="checkbox"/> Override Bill Rate	* Bill Rate: ****	Bill Mode:	Unit Rate
HCPCS:	97124		
Revenue Code:			
Checkin Time:	<input type="text"/> Checkin	Clinician Confirmed:	<input type="checkbox"/>
CheckOut Time:	<input type="text"/> Checkout	Place of Service:	Member Home
Edited Hours:	<input type="text"/>	<input type="checkbox"/> Payable Hours:	<input type="text"/>
Miles:	<input type="text"/>	Payable:	<input checked="" type="checkbox"/>
Billable:	<input checked="" type="checkbox"/> Non-Billable reason: - Select -		
Auth Not Required:	<input type="checkbox"/>	Authorization:	<input checked="" type="checkbox"/>
Auth#:	99999999		
Approved:	<input type="checkbox"/>		
Chart Type:	<input checked="" type="radio"/> pChart <input type="radio"/> eChart		
Approved for Payroll:	<input type="checkbox"/>		
Schedule Notes:	<input type="text"/>		

Attachments

[Add Document](#)

TOTAL RECORDS: 0

File	Uploaded Date	Uploaded By
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A new window will pop up where you can directly upload your files from your computer. Then select whether it is an 8606a/eval or 3625 from the Folder dropdown selection on the left. Upload and close. These documents will now be attached to the visit. All visits require the proper documents to be processed for payroll. Please reach out to us if you have any questions.

Add Client Document

Upload & Close Cancel

Client: Client, Test (1488) Schedule Date: 11/05/2025 SOC: 07/01/2025 Episode: 1 -- 07/01/2025 - 06/30/2026

*Folder: -- Select --

- Select --
- 3625/Notes
- 48- Hab Transportation
- 8606A
- Application
- Auth
- Background Check
- Correspondence
- NURSING DOCS
- Other
- Plan of Care
- Received Faxes
- Referral
- Renewables
- cot

Drag & Drop files here or Browse

To upload documents, click on browse and select the files by pressing and holding Control key or select multiple files and drag and drop here.