
This Quick Reference Guide (QRG) reviews how to submit visits in Netsmart.

Common Buttons & Icons

	Main Menu icon
	Submit icon
	Clipboard icon

Submit Visits

➤ From anywhere within Netsmart:

STEP 1: Tap the **Main Menu** icon; then tap **Time Entry**. The Time Entry screen appears.

STEP 2: Tap the earliest visit in the lefthand menu.

STEP 3: Enter the Travel Time, Mileage, and Indirect Time as appropriate.

NOTE: The Direct Time and Visit Type fields populate automatically, but you can edit these fields if needed.

STEP 4: Confirm that the Travel Time, Direct Time, Mileage, and Visit Type entries are accurate in the remaining visits. Update any information as needed.

NOTE: When you do not make a visit that appears in the list, you need to document it as Unmade. To do so, follow these steps.

- Tap the Visit in the lefthand list.
- Tap the TRAVEL TIME field; then tap Clear.
- Tap the DIRECT TIME field; then tap Clear.
- Tap the MILEAGE field; then type 0.
- Tap the UNMADE REASON check box.
- Tap the Reason drop-down arrow directly below the UNMADE VISIT check box; then tap the appropriate reason.

STEP 5: Tap Travel-extra mileage entry in the lefthand list.

NOTE: The Travel-extra mileage entry section allows you to add any additional travel time and mileage that you have not documented elsewhere. Activities that require extra time and mileage documentation include driving back to the office for supplies, dropping off a specimen at the lab, and travelling home at the end of the day.

STEP 6: Document the Travel Time, Direct Time, and Mileage as appropriate; then tap the **Submit** icon.

- STEP 7:** The Submit Patients window appears. Tap **NEXT**. The window asks you to sign the submission.
- STEP 8:** Type your password in the **PASSWORD** field.
- STEP 9:** Tap **SUBMIT**.
- STEP 10:** Tap the **Main Menu** icon.
- STEP 11:** Tap **Today**. The Today screen opens.
- STEP 12:** Verify that **Clipboard** icons with check marks appear beside the completed visits. These icons indicate that you successfully submitted your time and visit documentation for those patients.