

# THERAPY TRACK



## Instructions for Caregivers using Therapy Track™ Timecards

At the beginning of each shift worked, follow the following steps:

1. On a computer, use Internet Explorer or Netscape to go to [www.therapytrack.com](http://www.therapytrack.com). This link may be bookmarked or a shortcut may already be on the computer.
2. Click on the green Login button.
3. Enter your Facility ID, user name and password. Your manager should provide you with this information, if you have not already received it.
4. Click the "Login" button to go to the data entry page.
5. Click the "Clock in for your shift" button.
6. You will be logged out.
7. Begin your normal daily tasks.

At the end of each day worked, follow the following steps:

1. On a computer, use Internet Explorer or Netscape to go to [www.therapytrack.com](http://www.therapytrack.com). This link may be bookmarked or a shortcut may already be on the computer.
2. Click on the green Login button.
3. Enter your Facility ID, user name and password. Your manager should provide you with this information, if you have not already received it.
4. Click the "Login" button to go to the data entry page.
5. Enter the correct date, hours worked, and units charged. There may be additional items your manager has set up to be tracked. Enter this information as appropriate.
6. Click the Add button to submit your information.
7. A summary of the last few days you worked will be displayed. Click on a date if you need to correct any information.
8. Click the Click Here to Logout button when you are finished.

Contact Therapy Track support at [support@therapytrack.com](mailto:support@therapytrack.com) with questions.