

THERAPY TRACK



Instructions for Caregivers

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

1. On a computer, use Internet Explorer or Netscape to go to 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 #, Login ID 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 each type of units worked. The units may include various chargeable and non-chargeable items. Enter this information as appropriate.
6. Click the Add button to submit your information.
7. A list of the last few days you worked will be displayed. Click on Edit for the date you need to correct information. Contact your manager to delete an entry.
8. Click the Logout link when you are finished.

Contact Therapy Track support at support@therapytrack.com with questions.