

4. Open Needs tab
  - a. The worker can view all the open needs scheduled for their primary discipline
    - i. NOTE: The worker will not be able to view schedules that their primary discipline is associated to the ADMINISTRATORS tab > SYSTEM SETTINGS module > SERVICE TYPES page as a secondary discipline. For example, LPN Hourly might have LPN associated as the primary discipline and RN associated as the secondary discipline. In this case, the worker will not be able to view the LPN Hourly schedule on the OPEN NEEDS tab.
      - ii. NOTE2: The worker will not be able to view schedules that have a schedule issue, i.e. OUT OF COMPLIANCE, OUT OF AUTHORIZATION, etc.
  - b. The Open Needs can be sorted
  - c. The address information for the scheduled need can be accessed by placing the mouse over the need and an information box will show displaying the client's address information.
    - i. NOTE: The Client's name is left off of the page for HIPPA regulations

My Calendar | Open Needs | My Resumes | Documents

My Open Needs | Family Needs

Address: 10000 S. 10th St., Suite 100, Overland Park, KS 66204

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
25	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
26	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
27	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
28	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
29	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
30	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)
31	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)	OT Visit (0:00-0:00)

- d. The worker can claim a scheduled need by right clicking on the visit and choosing the claim need link.

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Address: 10000 S. 10th St., Suite 100, Overland Park, KS 66204

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
25	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
26	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
27	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
28	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
29	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
30	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)
31	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)	Physical Therapy (0:00-0:00)

- i. A window will pop up will all the scheduled need information and the worker will be given the option to claim the need or cancel the request.