

Viewing and Confirming Appointments

Overview

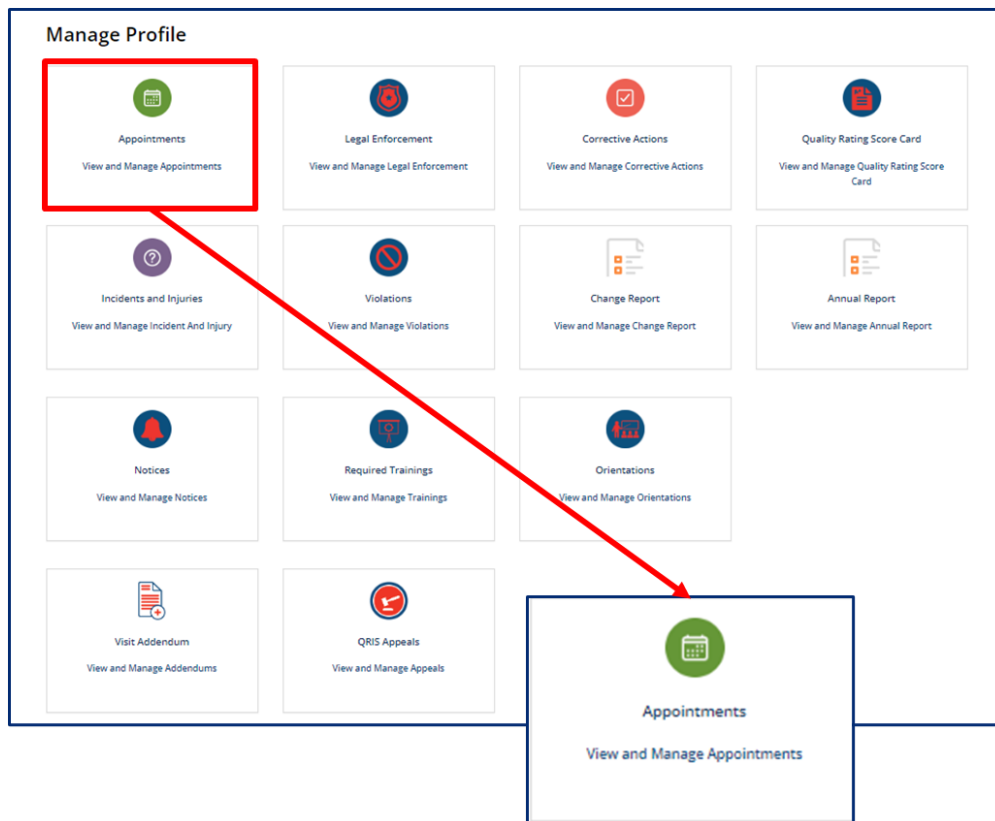
This Quick Reference Guide shows Providers how to view and confirm upcoming appointments for monitoring visits.

Audience

Child Care and Adult Day Services Providers

Accessing the Appointments Screen

To access the Appointment Notifications screen go to your Provider Portal **Dashboard**. Select the **Appointments** button, located within the **Manage Profile** section.



View and Confirm an Appointment

The **Appointments** summary screen will display announced Monitoring Observation visits for the site.

APPOINTMENTS					
Number	Monitoring Visit	Start time	End time	Status	Action
TACT0001527	MNV0001921	02-24-2022 11:05:01	02-22-2022 11:05:06	Canceled	View
TACT0001686	MNV0002075	03-14-2022 08:33:53	03-14-2022 09:34:38	Visit Confirmed	View

To review a proposed **Appointment**, open the Appointments summary screen and click the **Confirm Visit/View** hyperlink from the **Action** column.

APPOINTMENTS					
Number	Monitoring Visit	Start time	End time	Status	Action
TACT0001527	MNV0001921	02-24-2022 11:05:01	02-22-2022 11:05:06	Canceled	View
TACT0001711	MNV0002108	03-16-2022 08:00:00		Open	Confirm Visit / View
TACT0001686	MNV0002075	03-14-2022 08:33:53	03-14-2022 09:34:38	Visit Confirmed	View

The Appointment Information Screen will appear. To confirm the appointment, click **Confirm Visit**.

Appointment Information

Appointment

Number: TACT0001712 * Start time: 03-16-2022 10:00:00

Monitoring Visit: MNV0002108 End time: [empty]

Assigned To: Kali McNeal MV: MNV0002108

CONFIRM VISIT

Rescheduling an Appointment

If, for whatever reason, an appointment needs to be rescheduled, Providers must contact their regulatory individuals. The regulatory individuals will need to update the appointment details to reflect the agreed upon appointment date and time. Once updated, follow the above provided steps to confirm the rescheduled appointment.