

## MediCheck Appointment Information

### Text Confirmation

72 hours prior to the scheduled appointment, you will receive a reminder text that also serves as confirmation that you will be completing the assessment. Per the instructions, you will need to reply with the code provided in the text message. If you do not reply within 24 hours of receiving the text, you will receive additional calls and emails in an attempt to receive confirmation. If you have questions regarding the appointment, you will need to contact the Specialty Collections team at 888-889-3691.

### CareTime Check-in

All NP's are required to check-in using the CareTime check-in system immediately upon arrival of member appointment. This is MANDATORY for all assignments and you will be called if not check-in within 10 minutes of your scheduled arrival time. The Instructions along with your specific job code and access code can be found on the Specialty Collections Event Order Form as shown below.

**Session Details**

Tuesday, September 6 2016		Job Code: 112-430-276		Tuesday, September 06, 2016	
Arrival Time	Start Time	End Time	Departure Time	Estimated Part.	Registered Part.
6:15:00 AM	7:15:00 AM	8:30:00 AM	9:00:00 AM	1	N/A
Team: Examiner - TestNP Two					

**Team Details**

Follow the instructions below to check-in for your session when you arrive onsite. DO NOT check in before you arrive.

1. This is MANDATORY for ALL assignments. Dial 855-262-9849 to access the CareTime check-in system.
2. The system will prompt you to enter your 6-digit access code. Your Access Code can be found in the Team Details section of the Event Order form.
3. The system may then prompt you for your 9-digit job code. This is the session specific code for check in. The code will be different for every session, even if you are working the same event and can be found next to the date in the Session Details section of the Event Order form.
4. After you enter the job code, the system will report "checked into the system at xxx:(time)". At this point, you are checked in and can hang up.
5. Follow the same procedure to check out. NOTE: if you have more than one appointment today, you MUST check out before you will be allowed to check in for your next assignment.

Access Code

Access Code	Name	Phone	Email
042619	TestNP Two	(816) 210-0936	lgallen@superiormobilemedics.com

#### CareTime Instructions:

- Dial 855-262-9849
- When prompted enter your assigned 6 digit access code found under Team Details on your Specialty Collections Event Order Form. (If less than 6 digits, add a 0 to the beginning of your code.)
- You will then be prompted to enter the 9 digit job code found under Session Details on the Specialty Collections Event Order Form. Please keep in mind that each event will be assigned a new job code, only use the job code assigned for the day of the event that you are working.
- Once both codes have been entered correctly the system will advise you that you have checked in at xx:xx time.
- You may then hang up.
- If you have another Specialty collections event or appointment that day, you must use the same process to check out so that you can check in to your next appointment.

If you have trouble locating the instructions or checking in, please contact your Specialty Collections Event Manager.

### Specialty Collections Contact Information

We can be reached during business hours at **888-889-3691** Monday through Friday, 7:00 AM PST – 5:00 PM PST.

In the event of an emergency, we can be reached 24/7 at **619-566-6766**.