

Scheduling a Visit



1. Log into Mobile Caregiver+ using your email address and the password you set up.
2. Select **Log in**.

3. Select **Recipients** at the bottom of the screen. (Fig. 01)

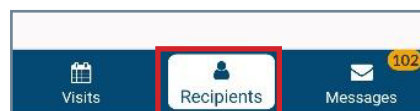


Fig. 01

4. Tap the **Recipient's name** from the list on the screen.

5. Select **Add Visit** to open the Add New Visit form. (Fig. 02)



Fig. 02

6. Complete the Add New Visit form. Fields marked with a red asterisk (*) are required. Payor will always be Montana Medicaid.

7. Scroll to the bottom of the form to either select **Save** or **Save and Start**. (Fig. 03)



Fig. 03

- Selecting **Save** will save the visit in the Visits list. You will see a dialog box verifying the visit was successfully created.
- Selecting **Save and Start** will automatically save and start your visit. You will be directed to the Visit in Progress screen. (Fig. 04)



Fig. 04