

DYNAFIOS APP: PROVIDER QUICKSTART GUIDE

Download **App** Search **"THE DYNAFIOS APP by DYNAFIOS"** in Google Play or iTunes Store of your mobile device or tablet.



DYNAFIOS, LLC
DynaFios

LOGIN:

- ❖ Enter the Email Address & Temporary password provided to you in **Welcome Email**.
- ❖ Update password per requirements & tap the Login button.
- ❖ Tap Facility Name & Continue
- ❖ Tap on Contract Name ✓ to select & view additional contracts under profile.

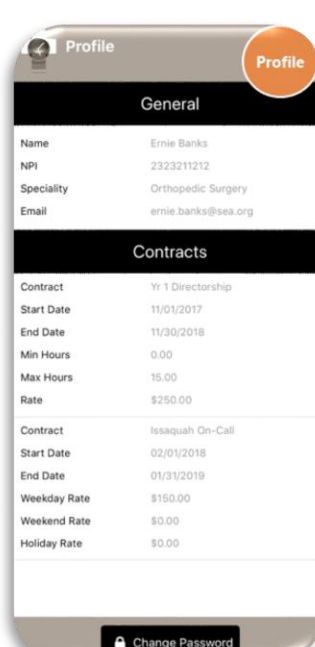
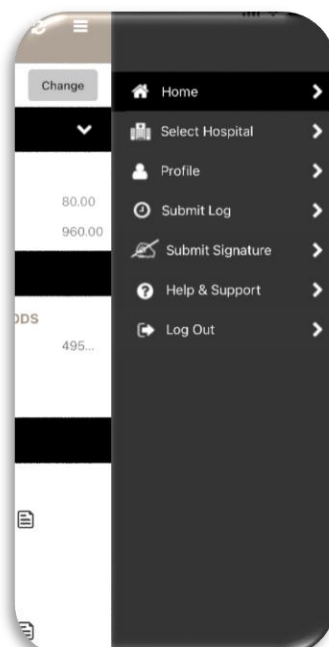
Quick Tip: Click **Help & Support Button** to send an email to the Dynafios APP help desk for further assistance.

MENU OPTIONS:

- ❖ Tap the menu ☰ icon on the top right of the app.
- ❖ Tap 👤 icon to view provider profile & active contract details.
- ❖ Tap the (?) icon for Help & Support (will send email to Help Desk)
- ❖ Tap the ✍️ icon to set up the Approval Signature.

*Use your finger or tablet pen to draw signature & tap submit & OK. The signature is now saved.

Quick Tip: For Call Coverage contracts ONLY; once the signature is saved, a Practice Manager can Submit & Approve logs on behalf of Provider.



SUPPORT CENTER

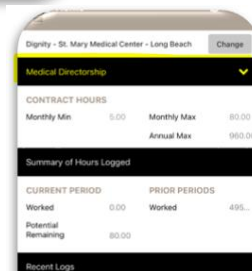
Email:

support@dynafiosapp.com

Phone:

1.855.444.4041

Submitting Logs/Activity:



Select appropriate Contract Name in dropdown ▼





Hourly & Monthly Stipend Contracts:

1. Tap the **"Submit Log"** button at the bottom
2. Select the **Activity/Duty** from the list.
3. Select the **Date** of the activity.
4. Select the **duration** of activity (**0.25-12 hours**) (*15 min intervals)
5. Add log details (if required), tap **Save**. (Talk to text capability)
6. Tap **"Submit Log"** again to complete & save log.

Quick Tip: The Log will now show on home screen with edit/delete capabilities.

On-Call/Per Diem Contracts:


1. Tap the "Submit Log" button.
2. Select the appropriate **Activity/Duty** based upon contract type:
3. Select date(s) on calendar associated with selected Action; the date(s) will turn **ORANGE**
4. Add a Note associated with selected date(s) if applicable.
5. Tap Submit button below calendar; All selected date(s) will turn **BLUE**.
6. Repeat steps if submitting additional Action & Dates.

-  **Selected Date (Not yet submitted)**
-  **Registered Date Successfully**
-  **Another Provider Log Exists**
-  **Current Date**

Approving Logs
(Monthly Attestation)

Quick Tip: If contract has multiple shift/rate types, be sure to select appropriate Action prior to selecting dates.

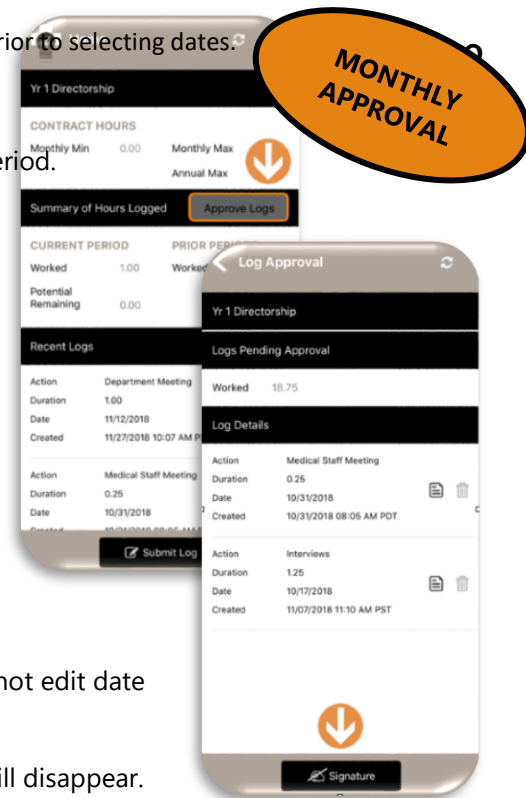
after the 1st of the month, a Flashing **"Approve Logs"** button will appear, allowing the provider to Approve all logs submitted for prior period.

2. Confirm all information entered is accurate for all contract(s)
3 icons will appear next to each log to **View details, Edit log or Delete**.
3. Select **Approve Logs**
4. Select  Sign Electronic Signature & Tap **Submit**

If a physician has multiple contracts, they must Approve each contract.

Rejected Logs:

- ❖ If Manager "Rejects" a log; An email & App notification are sent to Provider.
- ❖ A blinking **"Rejected Logs"** button will appear at the top of the App.
- ❖ A physician can either edit the log to resubmit (Click Pencil icon to edit; cannot edit date)
- ❖ Click the Trash can to delete the log.
- ❖ Once the log is resubmitted or deleted, the Flashing Rejected logs button will disappear.



WEBSITE: PROVIDER QUICKSTART GUIDE

Log in with User credentials (Welcome Email from support@dynafiosapp.com)

Select **Facility Name, & Select contract** from the drop-down (If a user has multiple contracts)

1. Select **Action/Duty**
2. Select **Date** of Activity (Multiple dates can be selected for Call Coverage/Per Diem Contracts)
3. Move slider to indicate **Time spent on Action/Duty** (Hourly or Stipend Based contracts)- * 15 min intervals
4. **Add Log Details** or appropriate documentation to substantiate time spent towards Activity/duty.
5. Click **Submit**. (View Log submission on Right under Recent Logs)
6. **APPROVE LOGS**- On the 1st of the Month an "APPROVE LOGS" button will appear under Recent logs, indicating the previous period is available for Approval. **Click Approve Logs and sign electronic signature.**
Verify that all logs are accurate prior to Approval. Once approved, user cannot Add, edit, or delete logs for approved period.
7. **E-Signature Set up** - On top of login screen click- "Submit Signature" Sign using mouse to set up E-sig used by Practice Manager (Call Coverage Contracts only)

Select Contract:

Call Coverage Contract- Orthopedics
Med Director-Total Joints

2
Action/Duty:
Administration

3
Select Date:
November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4
Duration:
(Hours)
0.25

5
Log details:

6
Submit

Contract Hours
Monthly Min: 1.00
Monthly Max: 20.00
Annual Max: 240.00

Summary Of Hours Logged
CURRENT PERIOD
Worked: 12.00
Potential Remaining: 8.00
PRIOR PERIODS
Worked: 13.75

Recent Logs
Log Date: 11/16/2019
Action Name: Community Education
Duration: 1.00
Entered By: Wilson, Russell
Date Entered: 11/18/2019 11:23 AM PST
Log Details: Response Times- Patient MRN #- Include details to validate the work completed.
Approved By: -

Log Approval
7
Approve Logs

Filter by Month:
All

Log Date: 10/14/2019
Action Name: Quality
Duration: 2.00