



## PHYSICIAN QUICKSTART GUIDE

Download **TRACE** from Google Play or iTunes Store to your mobile device or tablet. Search "**TRACE by DYNAFIOS**"



### LOGIN:

- ❖ Enter your user name and password provided to you in your Welcome to TRACE email.
- ❖ Tap the Login button.



**Quick Tip:** If you have forgotten your login information tap the **Help & Support** Button

### MENU:

#### To Logout:



- ❖ Tap the menu  icon on the top right of the application.
- ❖ Tap the  icon at the bottom of the menu to log out.

#### For help:

- ❖ Tap the menu  icon on the top right of the application.
- ❖ Tap the  icon for Help & Support to send an email to TRACE support.



### View Profile:

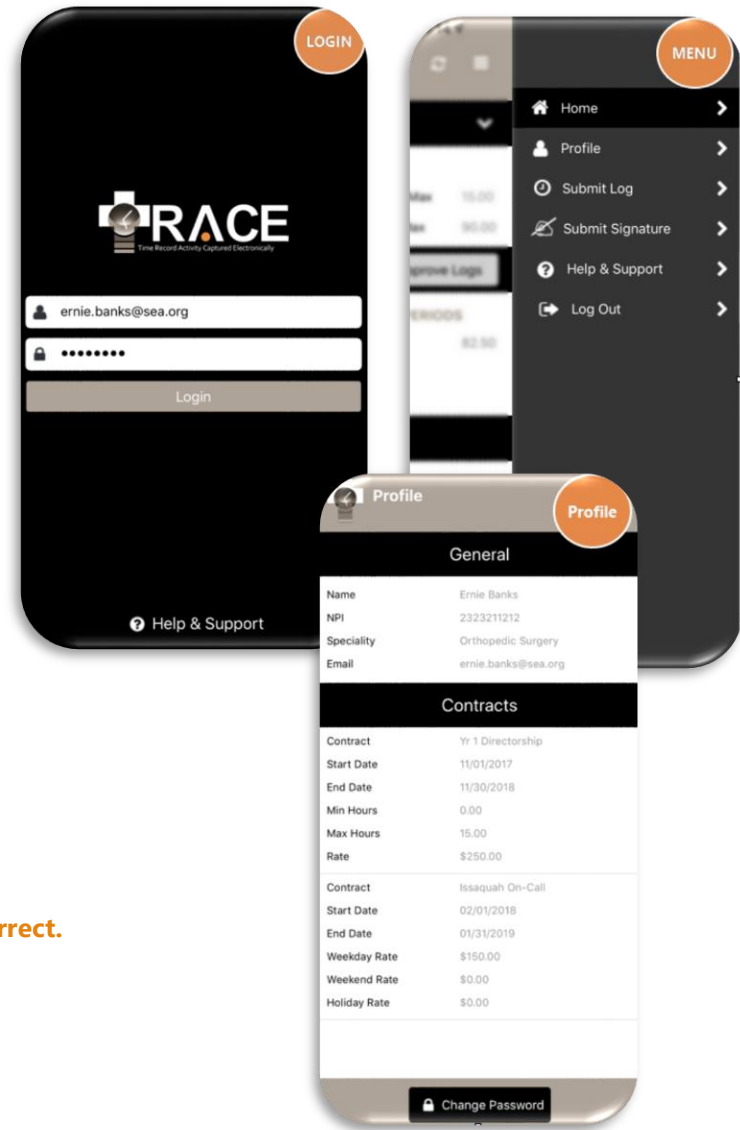
Profile, Change Password & View contract details.

- ❖ Tap the menu  icon on the top right of the application.
- ❖ Tap  icon to view physician profile & active contracts.
- ❖ Tap the *Change Password* button at the bottom of the screen to change login password.


**Quick Tip:** Reach out to [Trace@Dynafios.com](mailto:Trace@Dynafios.com) if any information in your profile appears incorrect.

### Submit Signature:

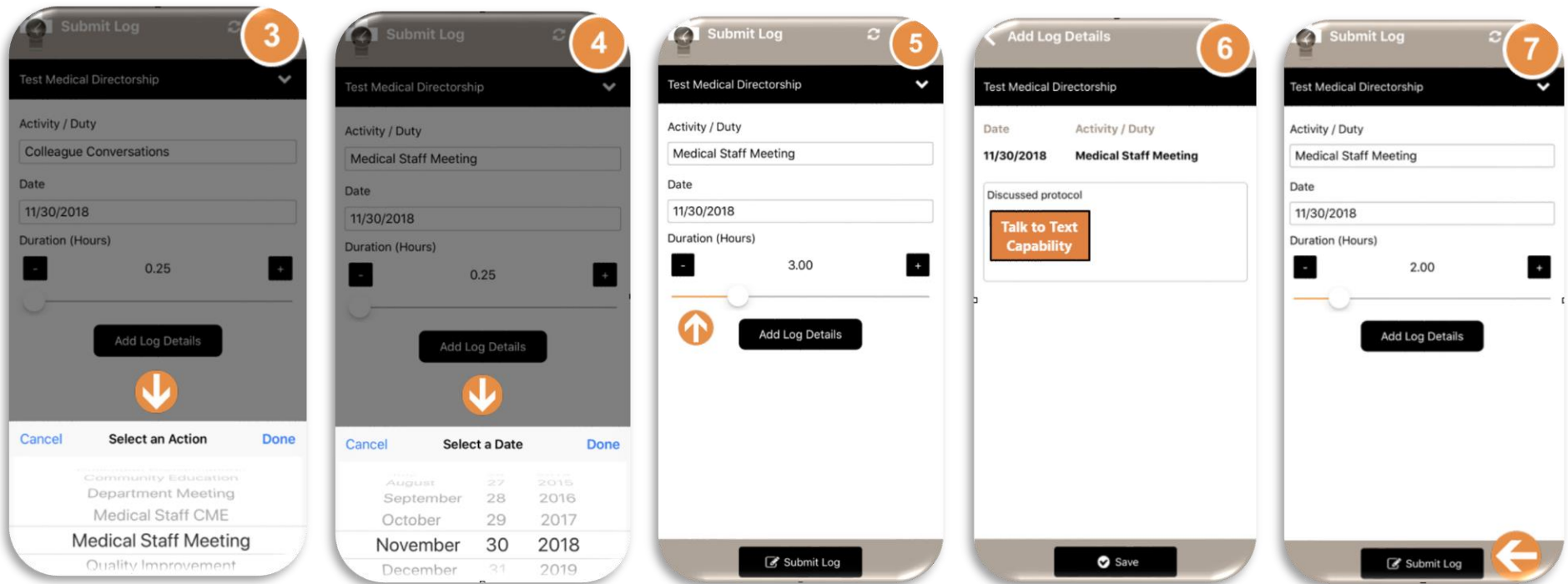
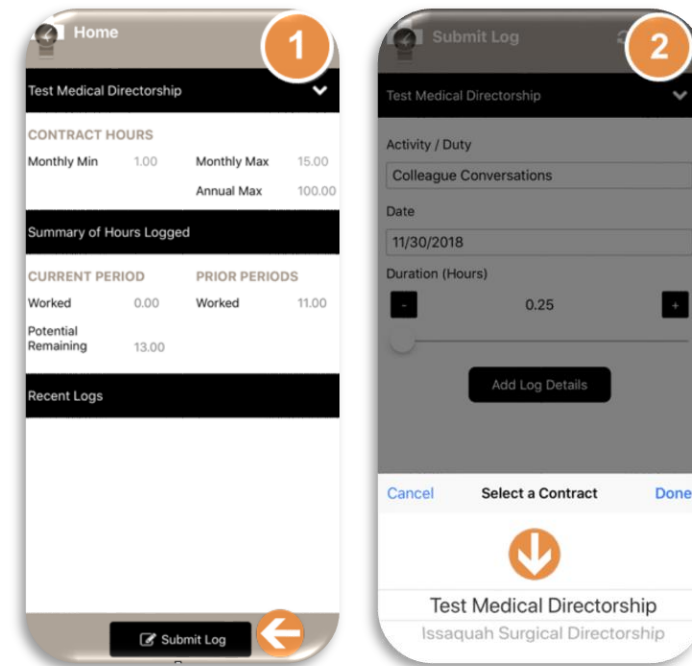
- ❖ Tap the menu  icon on the top right of the application.
- ❖ Tap the  icon from the menu.
- ❖ Use your finger or tablet pen to sign name & hit submit & OK. Signature is now saved.




## Submitting Logs/Activity: (Medical Directorship/Co-Management)

1. Tap the **"Submit Log"** button at the bottom of the screen
2. Select the proper contract, if user has multiple from the  drop down.
3. Select the **Activity/Duty** from the list.
4. Select the **Date** of the activity.
5. Select the amount of **time** spent on the activity.
6. Add log details (if required), tap **Save**.
7. Then click **"Submit Log"** again to complete.

**Quick Tip:** The Log will now show on home screen with details.



## Submitting On-Call

- 1) Tap the "Submit Log" button.
- 2) Select the proper contract, if user has multiple from the  drop down.

**Quick Tip:** Depending on the individuals type of Call Coverage contract- select the appropriate Call.

Details regarding call fees will be stated under "Profile" & "Contracts".

- 3a) **Traditional Call-** Select the appropriate action
  - ❖ Weekday/Weekend Full-day
  - ❖ Weekday/Weekend Half-day (**select AM/PM**)
  - ❖ Holiday Full-day/ Half-day

OR 3b) **Burden of Call-** Select the appropriate action

- ❖ On-Call
- ❖ Called-In
- ❖ Called-Back

**Quick Tip:** "On-Call" must be logged first, prior to "Called-in" or "Called-back".

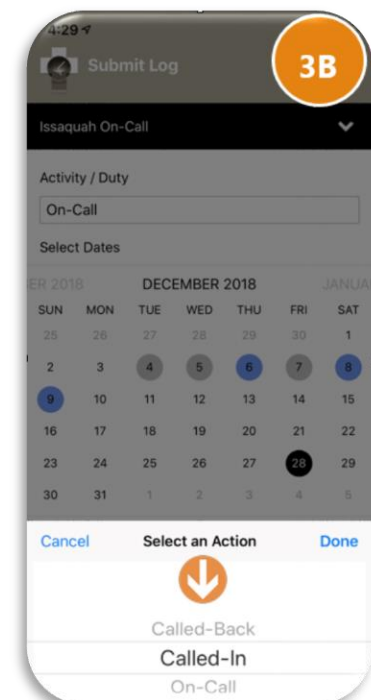
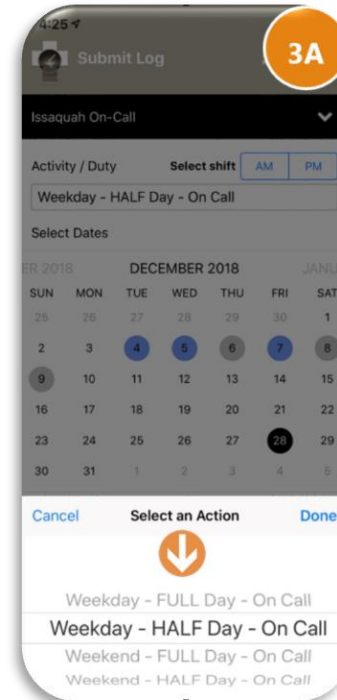
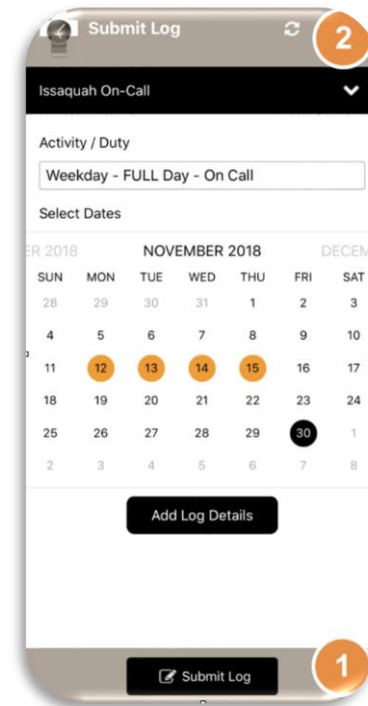
- 4) Select one or several dates (Dates selected will show in **Orange**)
- 5) Add Log details if required and click save. (Talk to text available)
- 6) Click "**Submit Log**"

**Quick Tip:**

**Blue :** Indicates successfully submitted on-call dates.

**Grey:** Indicates a log from another provider. (Providers cannot log call on the same day)


**Black:** Indicates current date. No log submissions can be entered for future dates.



## Approving Logs- Monthly

- ❖ On the 1<sup>st</sup> of the month a Flashing "Approve Logs" button will appear when logged into the App if any logs have been entered for the previous month.
- ❖ Confirm all information entered is accurate for all contract(s).
- ❖ Once logs are approved, no further changes can be made for that month.

**Quick Tip:** If any information is incorrect, select  to delete. To view details on log tap 

- ❖ Select **Approve Logs**
- ❖ Select  Sign Electronic Signature & Click **Submit**
- ❖ If physician has multiple contracts, they must Approve for each contract.

### Rejected Logs:

- ❖ If the hospital "Rejects" a physician log. An email and notification will be sent to the physician.
- ❖ A blinking "**Rejected Logs**" button will appear at the top of the App on Home screen.
- ❖ Physician can either amend the log or delete the log & resubmit.

