**Instructions for using Time Tracker in OSCAR**

First create a false patient then open the eForm **Time Tracker** in your false patient’s chart, on either your phone or on a computer. The best is likely on your phone as it will be more mobile and practical.

**Instructions for setting up on phone:**

1. Browse to OSCAR and create a shortcut to your homepage (I use Safari for this).
2. Sign in and search for your false patient, open eForms and open Time Tracker. Create another shortcut to your homepage.
3. In future to start Time Tracker, click the shortcut to OSCAR and sign in, then go back to your homepage and click the shortcut to Time Tracker
4. Once you have Time Tracker loaded, zoom the view so that you can see the 4 buttons (Direct/Indirect/Admin/Uninsured)
5. If during the day you lose internet connection (eg driving out of service area) the eForm will still function but remember when you are back on the internet to click the shortcut to OSCAR and sign in again BEFORE you submit the eForm.

**Running Time Tracker:**

1. Once you have Time Tracker loaded, click one of the timer buttons to start the tracker. You can stop the tracker by either clicking on the button again or by clicking on one of the other three timers. At the end of the day it is best to stop the timer and then look at “Billable Time” to see how much time is left to complete your 15min unit before you submit.
2. If you do an uninsured service, it is best to change the timer to Uninsured for that period, but if you forget at the end of the day you can make a manual adjustment using the “Deduction” box and clicking Adjust.
3. After this click “Finish and Submit” and close out the browser windows on your phone.

**Submitting claim to MSP**

1. Go to your false patient and open the most recently saved Time Tracker. If you open “Show details”, you will see all the times collated with start and stop times for each with the units. You will see additions and subtractions labeled “Balancing”- this is done to maximize the number of units billed and does not add any time, simply moves time from one category to another.
2. If you have the Grease Monkey script enabled, click on the copy button (bottom right)
3. Go to the patient you will be billing on and if you have the Grease Monkey script click the different buttons on the left to paste in the times and the codes and units or if not, manually copy and paste the information across.

**DISCLAIMER**

This eForm is untested and may still have bugs. Use at your own risk and always verify the general amounts manually. If you do not want the balancing feature you can comment out line 1447 in the code. //equalize();