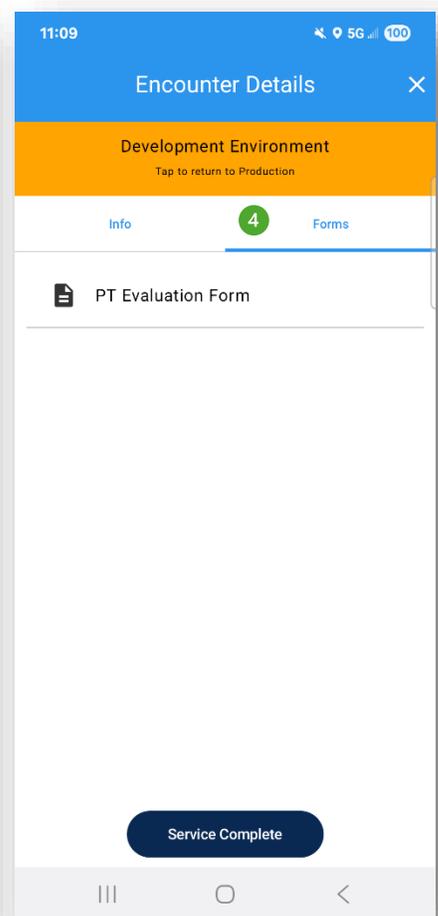
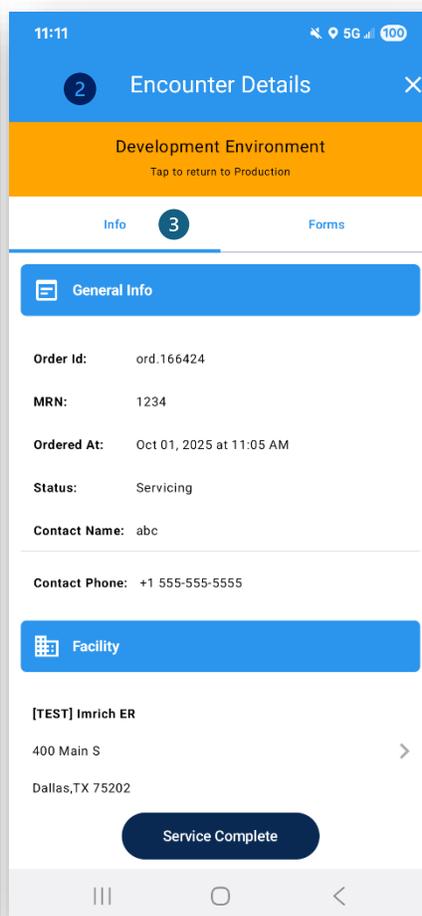
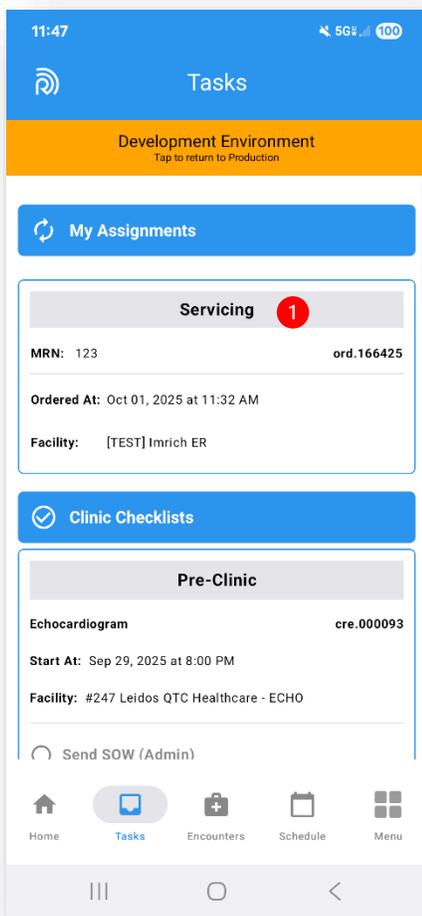


# PT Evaluation Form – Provider App

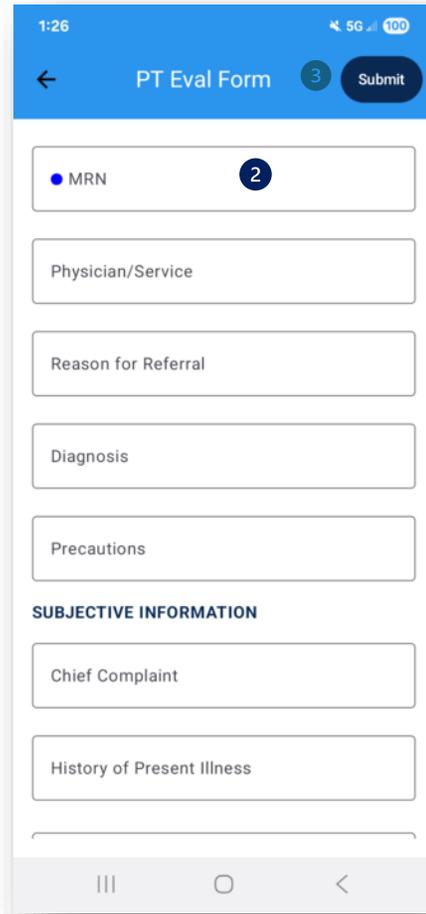
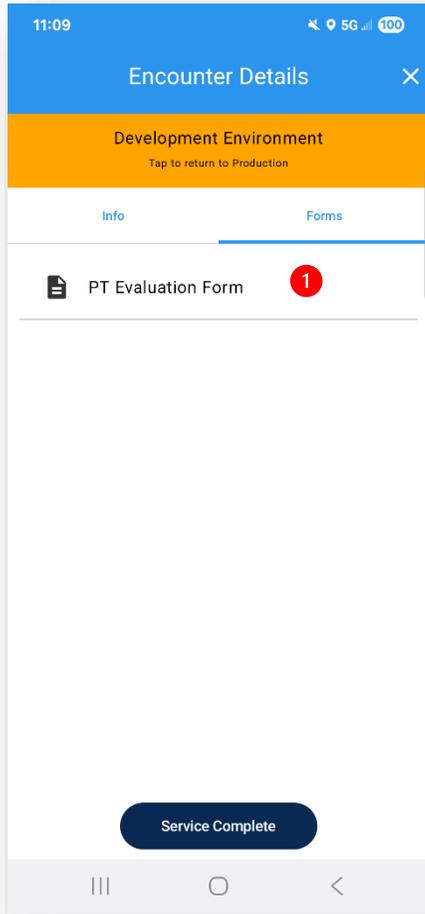
## Locating the PT Evaluation Form

- Navigate through the order workflow as usual: **En Route** → **Arrived** → **Start Service**.
- 1 • Once the order has started, your card will display **Servicing**.
- 2 • **Click inside the card** to open **Encounter Details** screen that has two tabs: **Info** and **Forms** (**NOTE: Forms** will only be visible once the order reaches the **Servicing** phase):
  - 3 ○ **Info** – View all order details
  - 4 ○ **Forms** – Access the **PT Evaluation Form**.



## Editing the PT Evaluation Form

- 1 • **Click inside the form** to begin editing.
- 2 • **Fill out all required information.**
  - Once you start editing, the form **must be completed in one sitting.**
    - You **cannot** save partial progress or return to edit later.
    - Ensure the form is **fully filled out** before exiting.
- 3 • **Click Submit** in the top right corner once you finish.



## Completing the Service

- 1 • When the service is marked **Completed**, the order moves to the **Incomplete Billing** section.
  - If the PT Evaluation Form wasn't previously submitted, you can still access and complete it.
- 2 • **Click back into the card**, and you will now see four tabs:
  - 3 ○ Fill out information related to the first 3 tabs as usual.
  - 4 ○ The last tab is **Forms**.
  - 5 ○ **Click Forms** → **Select PT Evaluation Form** → Fill out and complete all required information.
  - 6 ○ **Click Submit** in the top right corner once you finish.

