Edit Therapy Shift

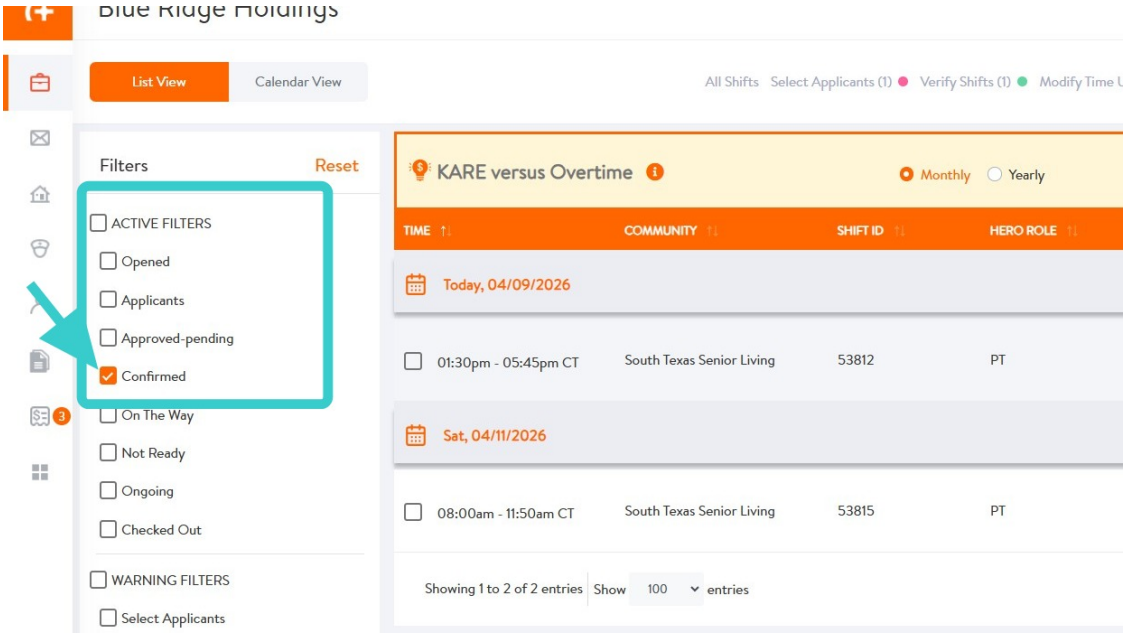
Therapy Shift Management · https://www.doyoukare.com/docs/therapy/therapy-shift-management/edit-therapy-shifts/

How to Edit Therapy Shifts

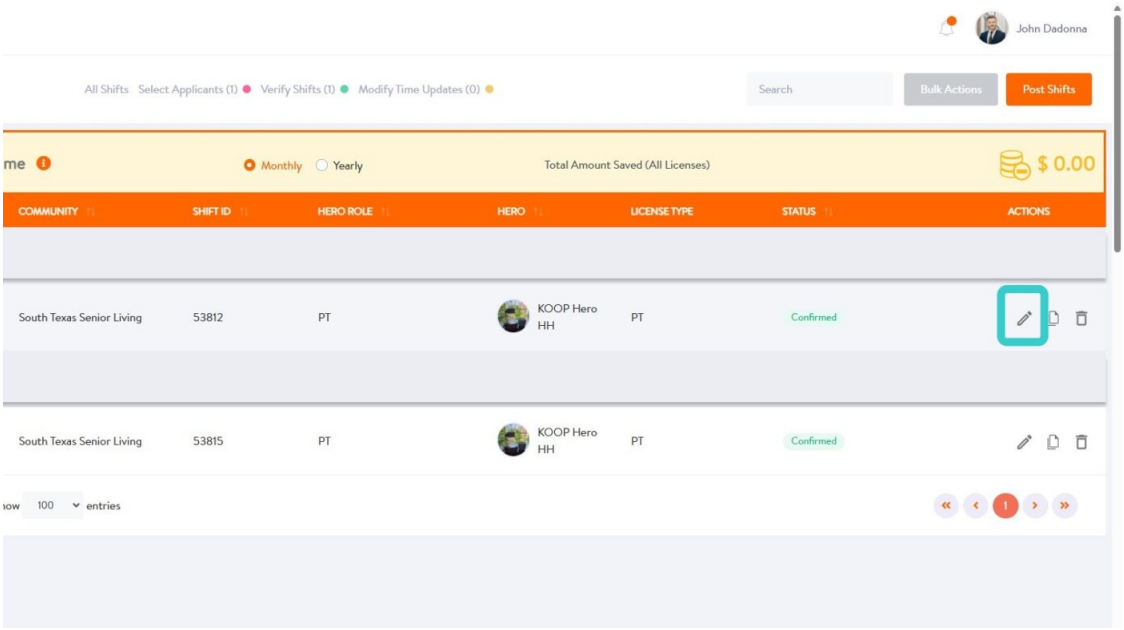
Made by Meredith Brunk with Scribe

This guide shows therapy managers how to edit shifts so that coverage stays accurate!

1. To make edits, click on the filter(s) relevant to the shifts that need edited, such as **Opened**, **Applicants**, **Approved-Pending** or **Confirmed**.

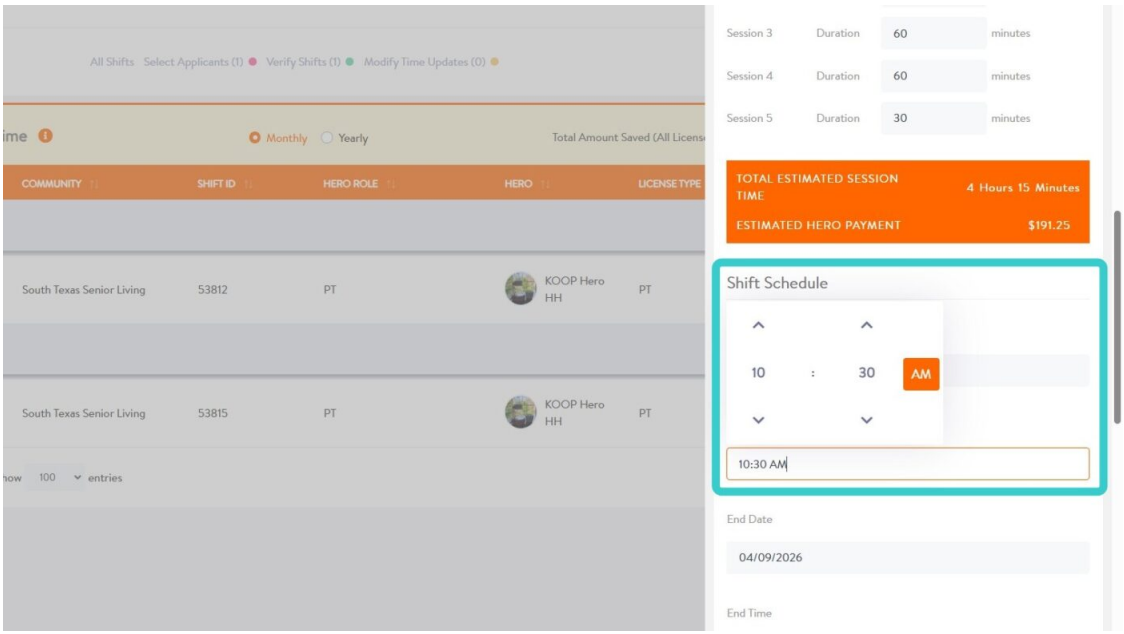


2. Select the pencil icon to initiate edits to a specific shift.

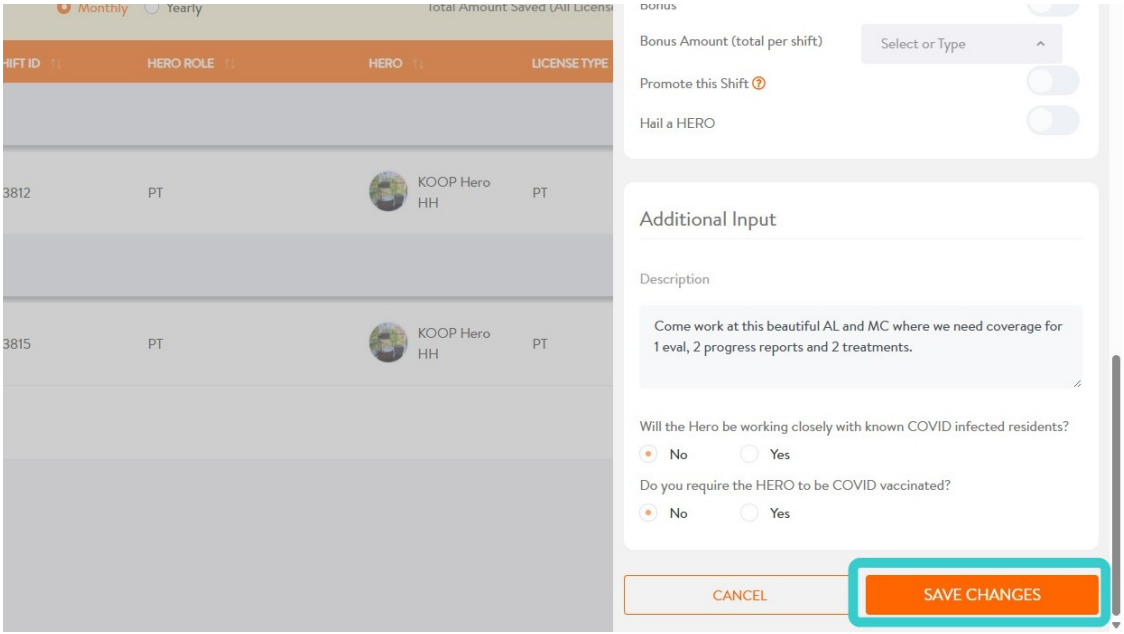


3. Within the slide out bar, edit as needed.

In this example, the shift start time is being edited.



4. When finished editing, select **SAVE CHANGES**



5. Select **YES, CONFIRM CHANGES.**

Note: If changes are made to a shift already confirmed by HERO, such as change in number of sessions, a notification will be sent to HERO to review and approve changes.

