# Verify Completed Therapy Shift

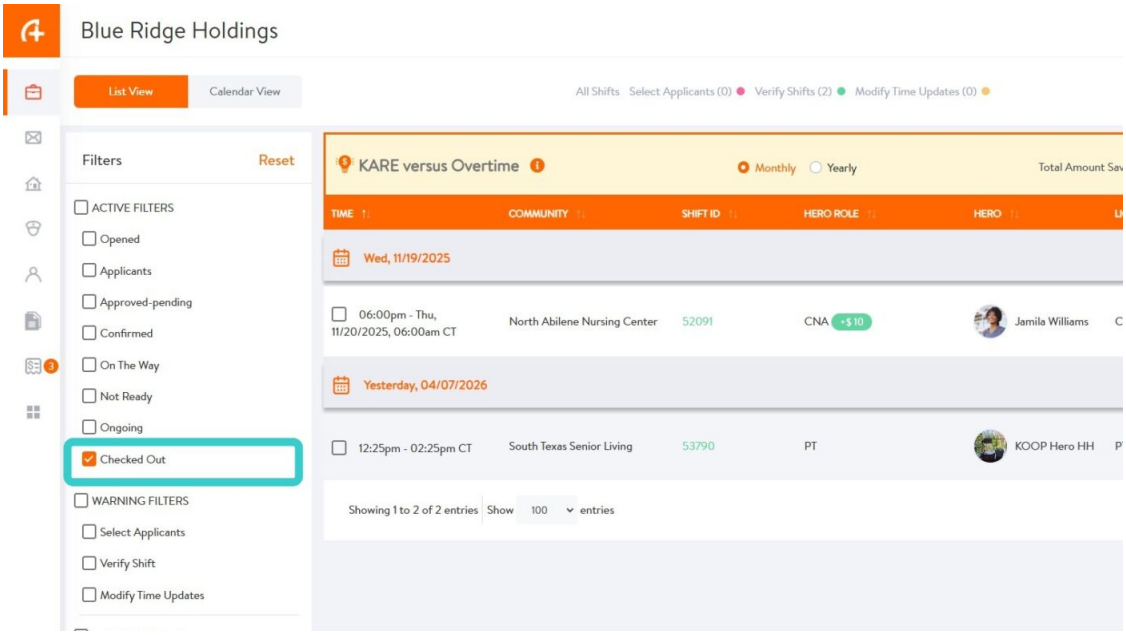
Therapy Shift Management · https://www.doyoukare.com/docs/therapy/therapy-shift-management/verify-completed-therapy-shift/

## How to Verify Completed Therapy Shifts

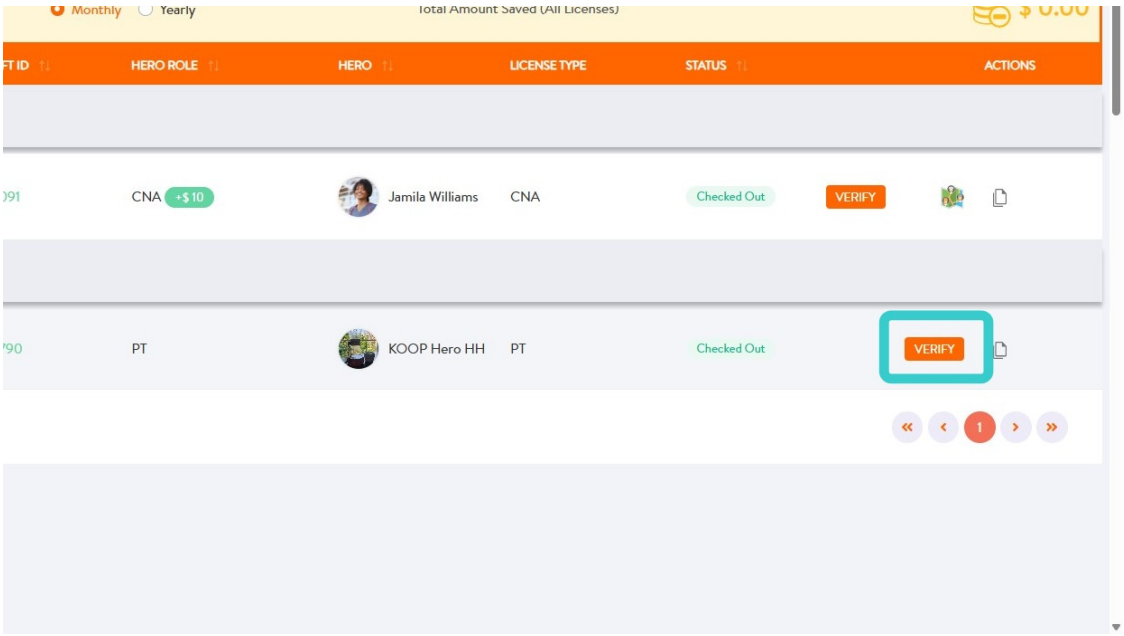
**Made by Meredith Brunk with Scribe**

This guide shows therapy managers how to verify completed therapy shifts, including how to review and make updates to session details if needed.

1. Managers must verify all shifts worked by HEROs. Once a HERO has checked out of a shift, it will appear in the **Checked Out** list for review and verification.

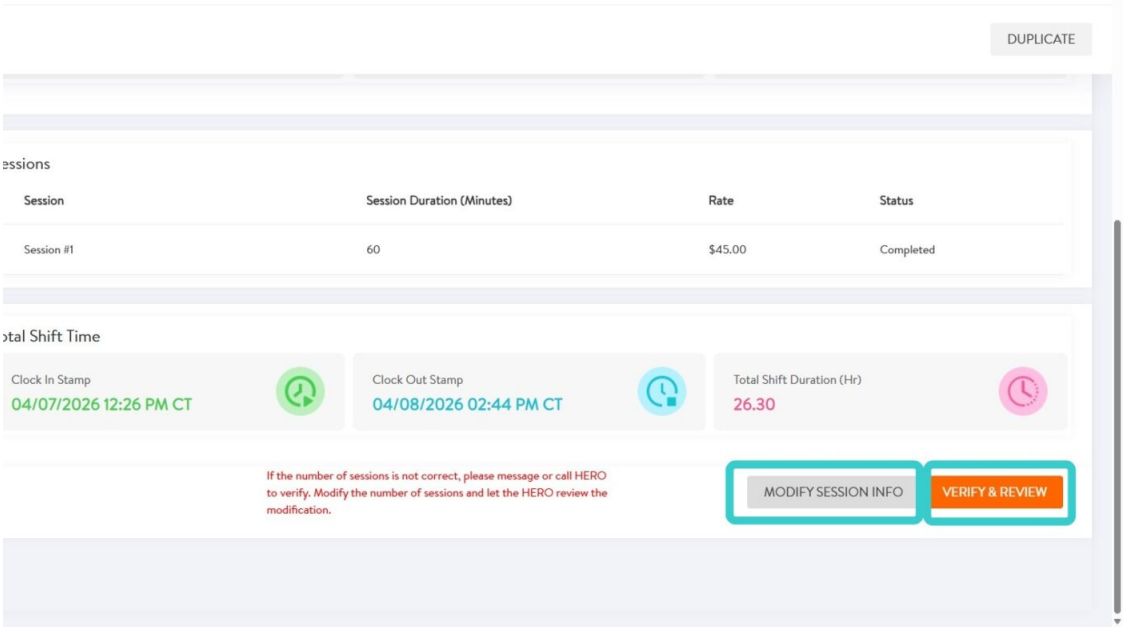



2. Select **VERIFY**

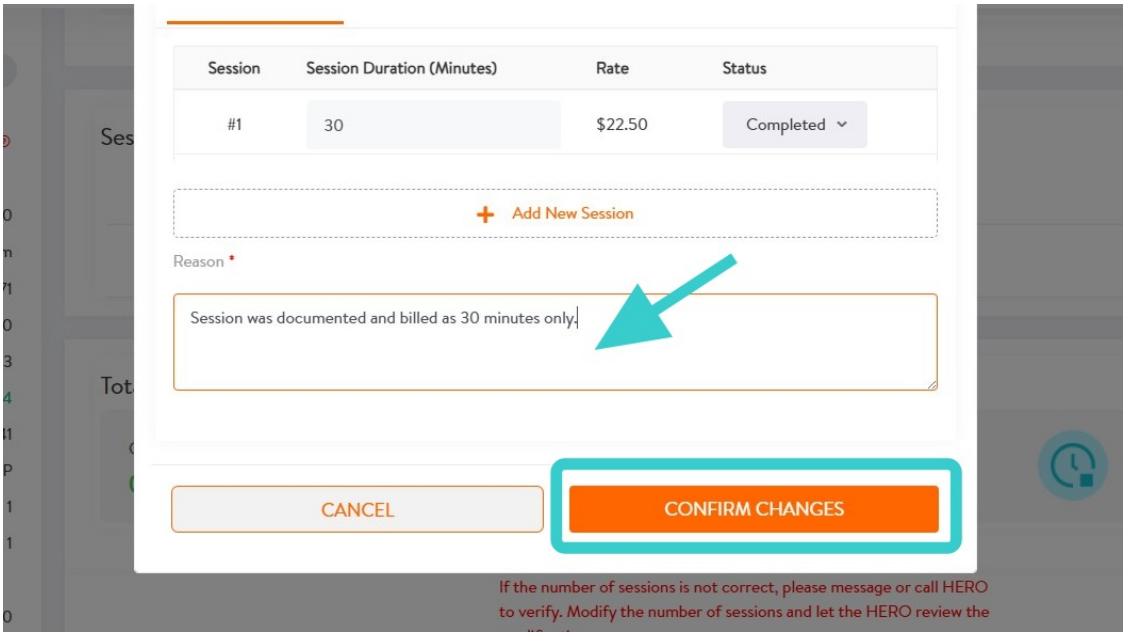



3. If session information needs to be modified, select **MODIFY SESSION INFO.**

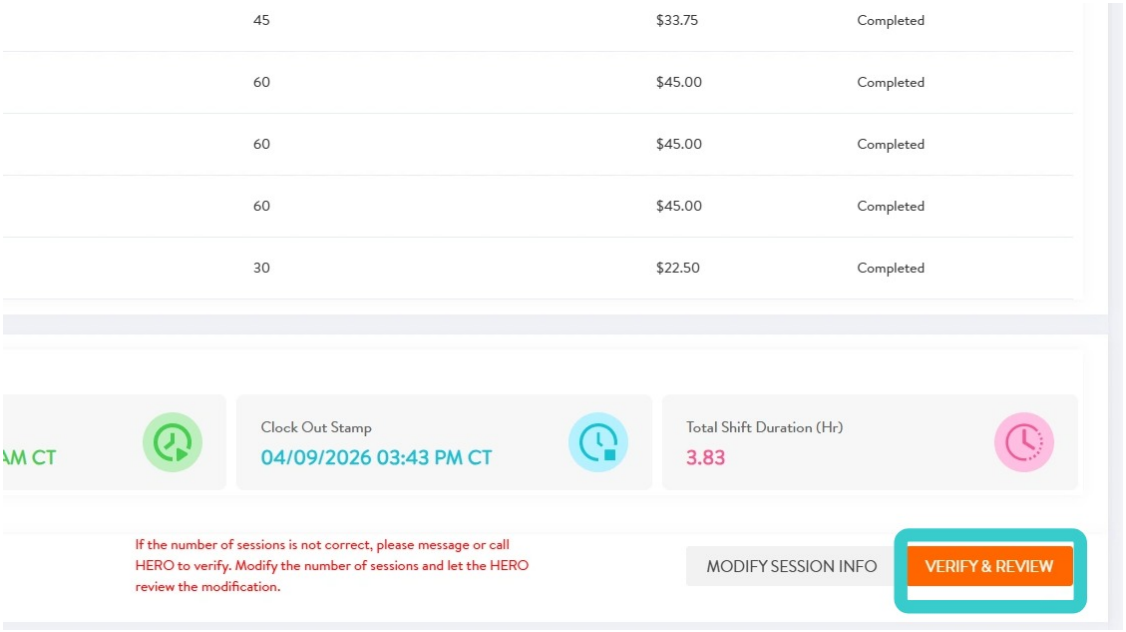
If shift is accurate, select **VERIFY & REVIEW** and skip to step 6.




4. Make edits as needed, enter a reason for edits, then select **CONFIRM CHANGES.**

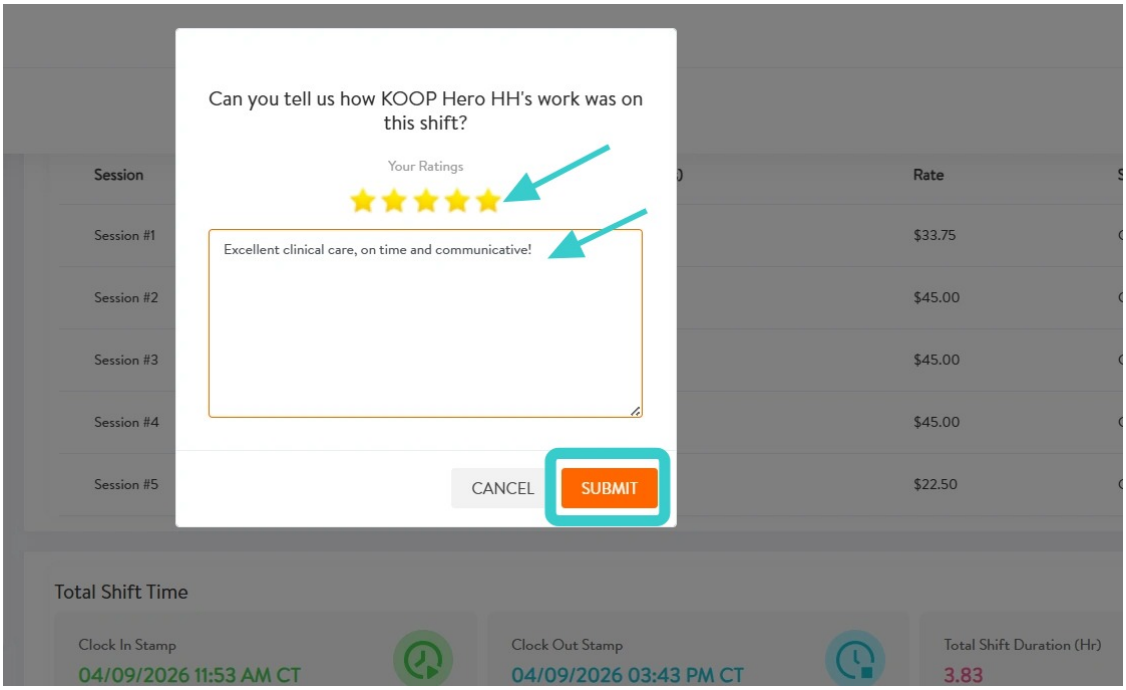



5. Select **VERIFY & REVIEW** to complete verification of shift.




6. After verifying the shift, rate the HERO and make notes related to that rating.

Select **SUBMIT.**




7. Congrats!

This shift will now be visible in **Verified** shifts filter.

