

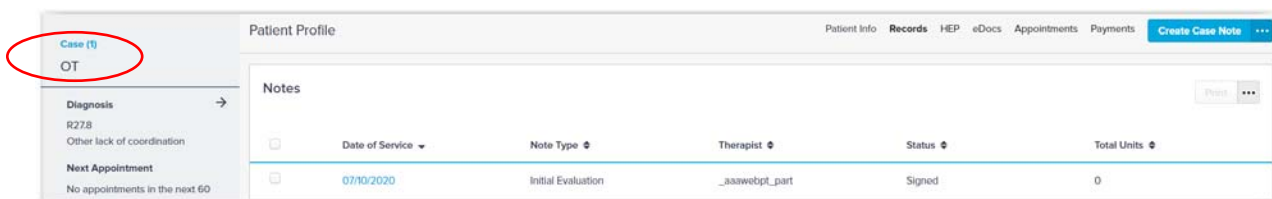
GO TO auth.webpt.com and log in. In the top right corner, click in the white **Search my Patients** box, and type in your patient name (first or last), then click **Search**.



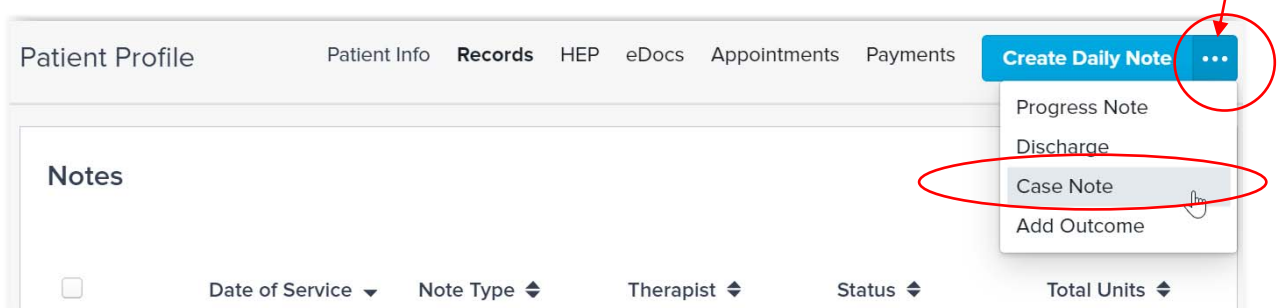
Your patient should come up automatically. If not, double click on their name on the list.

First, make sure you are in the correct case for the patient (ST, OT, or PT).

(if you are not, click on **Case** in blue to see a list of cases that you can choose from.

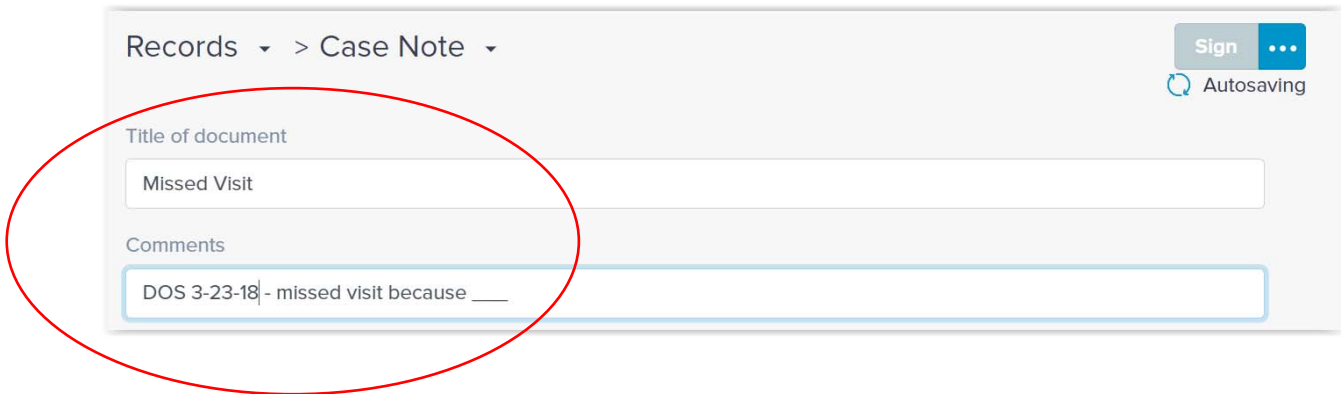


1 – Click the Menu button with the 3 dots, and select **Case Note**



2 – enter Title of Document as **Missed Visit**

3 – since the date of service is not automatically indicated, **PLEASE write and indicate the date of service in the narrative box of the note** (e.g., **DOS 3-23-18, - missed visit because ____**)



Records ▾ > Case Note ▾ Sign ...
Autosaving

Title of document
Missed Visit

Comments
DOS 3-23-18 - missed visit because ____

4 – **SIGN** - After double checking that you have completed all of the above steps, click **Sign** in blue.



Records ▾ > Case Note ▾ Sign ...

Date of Note