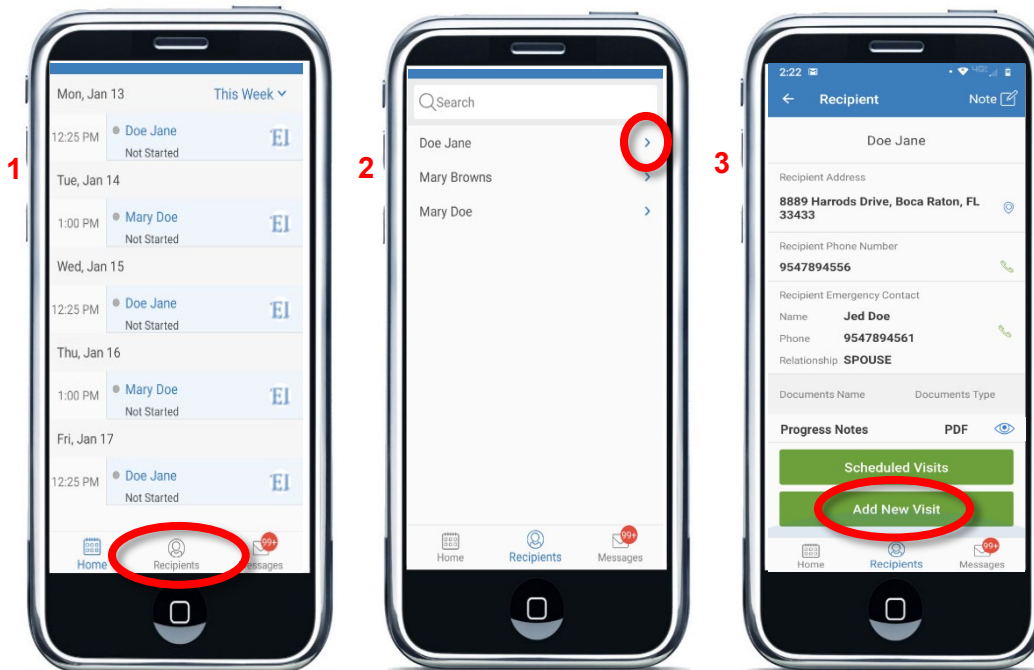




Mobile Caregiver+ Quick Reference Guide How to Schedule a Visit in the Mobile Caregiver+ App

Users can schedule a new visit from the Mobile Caregiver+ Recipient screen.

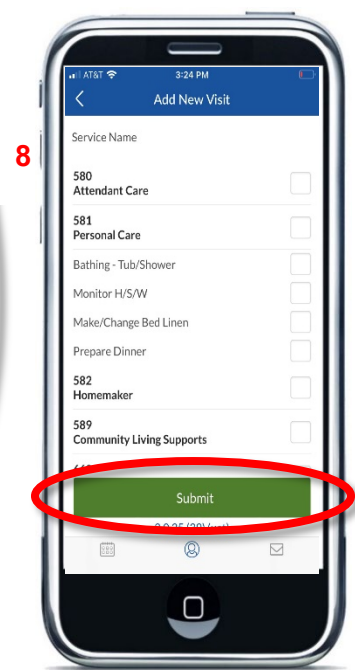
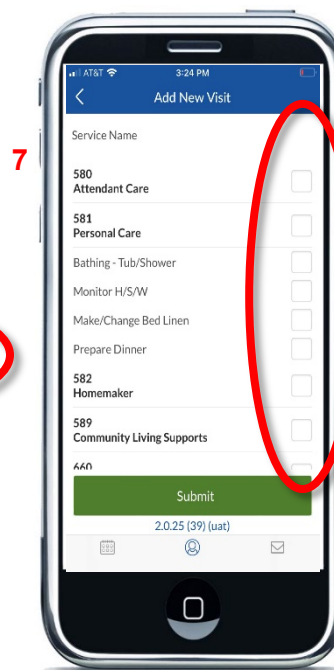
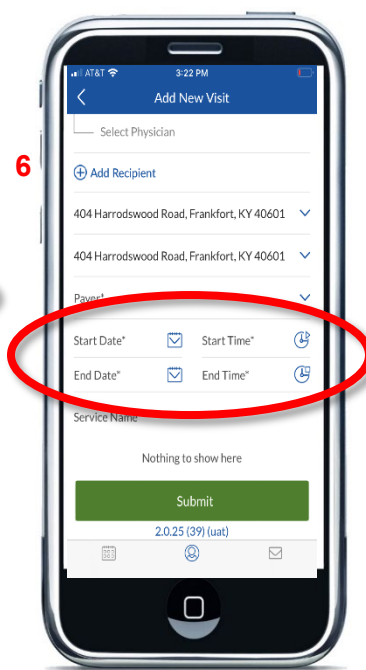
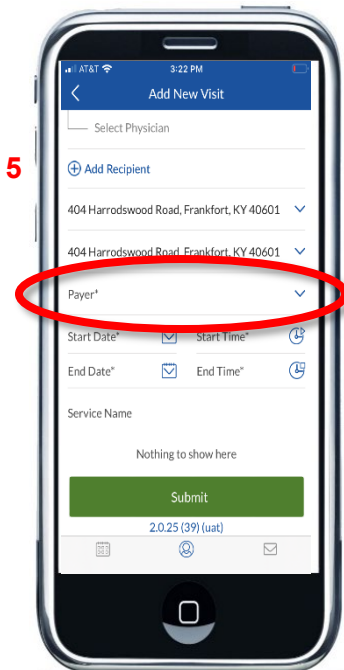
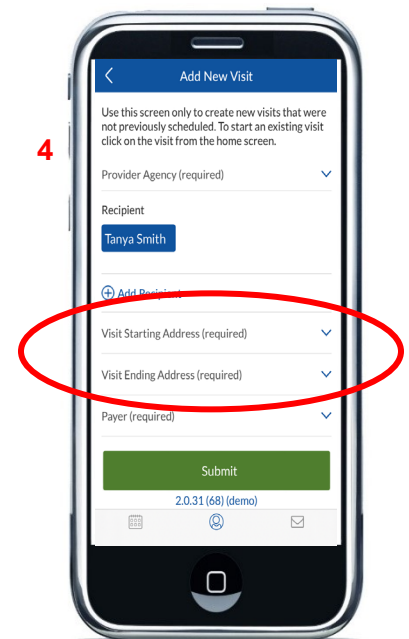
- 1) Tap **Recipients** at the bottom of the screen.
- 2) Tap the **right arrow** next to the name of the Recipient you want to schedule the visit for.
- 3) Tap **Add New Visit** to open the new visit page. The agency and recipient name are auto-populated.





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- 4) Tap **Visit Starting Address** to select the address where the visit will start. Next, tap **Visit Ending Address** to select the address where the visit will end. You can only choose from the addresses listed in the dropdown menu. If you have an address where you frequently start or end a visit, you can have your agency add it as an option using the Mobile Caregiver+ Provider Portal.
- 5) Tap **Payer** to auto-populate the payer field. It should say Kentucky Department for Medicaid Services.
- 6) Touch the **Calendar** icon to select visit start date and end date. Touch the **Clock** icon to select the visit start time and end time.
- 7) Check each service that will be performed.
- 8) Tap **Submit** at the bottom of the page to add the visit to your schedule.



Additional Information



A complete list of EVV resources is available in the [EVV QRG: Who to Call](#) listing, the DMS EVV website at <https://bit.ly/kywaiverEVVinfo> or by scanning the QR code to the left using your mobile device.