

Manage Visit Documentation in Employer Portal

Employer Portal users can be setup with permission to view or review *EPS* documents, *WC* documents, or both. The *Employer Portal* user can then view or review *EPS* and *WC* documents sent from the practice.

Employer User - View Information

User Details

User Name: *

First Name: *

Phone:

Admin: * ☒ Yes ☐ No

Is Grouped Employer: ☐

Special Permissions:

- ☒ View EPS Documents
- ☒ View WC Documents
- ☒ Review EPS Documents
- ☒ Review WC Documents

Review EPS Documents and *Review WC Documents* check boxes are located in the *Documents* section of the *View Visit* page. When an *Employer Portal* user has reviewed the documentation, the user selects the **check box** to mark it complete. This supports employer work flow to ensure all visit documentation is reviewed.

EPS Documents						
<div> <div>EPS</div> <div>WC</div> </div>		<div> <input checked="" type="checkbox"/> Review EPS Documents <input type="button" value="Submit"/> </div>				
Employer View	Released	Description	Created Date	Uploaded Date		
Suppress	Yes	EPSDoc	3/16/2017 10:41:08 AM	3/16/2017 10:41:08 AM		

WC Documents						
<div> <div>EPS</div> <div>WC</div> </div>		<div> <input type="checkbox"/> Review WC Documents <input type="button" value="Submit"/> </div>				
Employer View	Released	Description	Created Date	Uploaded Date		
Suppress	Yes	WcDoc	3/16/2017 10:41:09 AM	3/16/2017 10:41:09 AM		

When the *check box* is selected, the user name who selected the check box displays in the *Visit Details* page in the *Reviewed By* field. This information is visible to both the employer and the practice.

Visit Details			
First Name:	SPENCER	Last Name:	TESTER
DOB:	01/01/1950	Company:	ROCKFORDCO
Visit Status:	Checked Out	Visit Date:	06/29/2017 01:00:00 AM
Visit Type:	WC	Last Update Time:	07/03/2017 03:34:57 PM
Check In Time:	09:51:00 PM	Check Out Time:	12:00:00 AM
EPS Reviewed By:	WC Reviewed By: Adam User		
Service:	WC NEW		