

快速入门指南

消费者注册变更

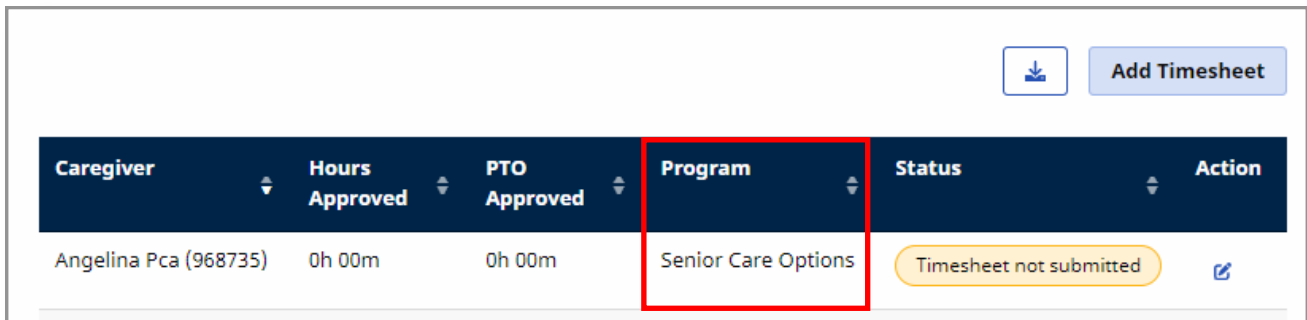
此操作适用于 PCA 和消费者。


如果消费者注册项目近期发生变更, 消费者和 PCA 可以创建新时间表, 反映新的注册安排。

1 步骤 1 - 注册详情

如果在付款期内注册情况保持不变, 则无需采取任何措施。

Consumer Enrollment (消费者注册) 下拉菜单将自动预填当前的注册信息。



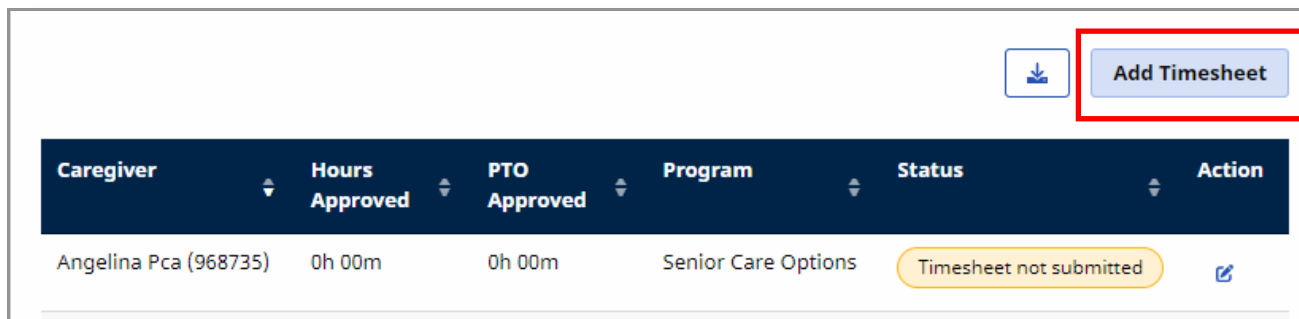
Caregiver	Hours Approved	PTO Approved	Program	Status	Action
Angelina Pca (968735)	0h 00m	0h 00m	Senior Care Options	Timesheet not submitted	

2 步骤 2 - 选择合适的时间表

移动应用会自动创建与正确注册相关联的时间表。如果用户在应用创建两个不同时间表后需要添加手动条目, 则应选择与提交的班次日期相关的时间表。

单击 **Add Timesheet** (添加时间表) 查看相关日期。

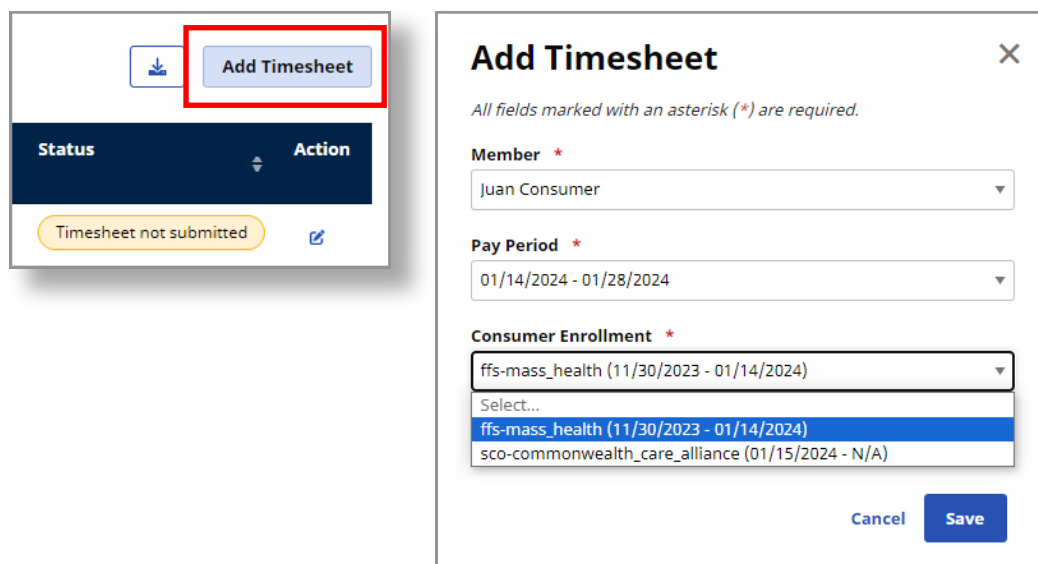
两个时间表都必须获得批准, 否则只能向 PCA 支付部分付款期的费用。如果没有出现正确注册的时间表, 请单击 **Add Timesheet** (添加时间表)。



Caregiver	Hours Approved	PTO Approved	Program	Status	Action
Angelina Pca (968735)	0h 00m	0h 00m	Senior Care Options	Timesheet not submitted	

3 步骤 3 - 添加空白时间表

首先为付款期添加空白时间表。使用 **Add Timesheet** (添加时间表) 按钮创建空白时间表。



Add Timesheet

All fields marked with an asterisk (*) are required.

Member *
Juan Consumer

Pay Period *
01/14/2024 - 01/28/2024

Consumer Enrollment *
ffs-mass_health (11/30/2023 - 01/14/2024)
Select...
ffs-mass_health (11/30/2023 - 01/14/2024)
sco-commonwealth_care_alliance (01/15/2024 - N/A)

Cancel Save

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步骤 4 - 选择注册

在 Consumer Enrollment (消费者注册) 下, 选择与班次日期相对应的注册。

The screenshot shows a web form titled "Add Timesheet" with a close button (X) in the top right corner. Below the title is a note: "All fields marked with an asterisk (*) are required." The form contains three dropdown menus: "Member" with the value "Juan Consumer", "Pay Period" with the value "01/14/2024 - 01/28/2024", and "Consumer Enrollment" which is currently open. The "Consumer Enrollment" dropdown shows three options: "ffs-mass_health (11/30/2023 - 01/14/2024)", "Select...", and "sco-commonwealth_care_alliance (01/15/2024 - N/A)". The second option, "ffs-mass_health (11/30/2023 - 01/14/2024)", is highlighted in blue. At the bottom right of the form are "Cancel" and "Save" buttons.

通过上述步骤, 您现在可以完成消费者注册变更。