

BARNES ORM

CareChamp EVV Instructions

Text “hi” to 833-533-5027

SETTING UP YOUR CARECHAMP EVV ON THE PHONE

1. Text “hi” to 833-533-5027: in about 20 minutes, you will get a text back with a link to CareChamp.
2. Your administrator will tell you your log in & password. Log in.
3. Add CareChamp to your home screen for quick access:
 - a. iPhone: use the button at the bottom to Add to Home Screen.
 - b. Android: use the menu at the top left or right to Add to Home Screen

CAN'T FIND THE APP

1. There might be a folder on your phone with the icon, or the icon could be in an “overflow” area if there isn't room on your home screen.
2. Look around and drag the icon to a screen you can find.
3. If you still can't find it, go back to the text messages we sent you on the day you were trained.
4. Click the link in the first text message.
5. Log in if prompted.

DON'T SEE THE TASKS ON THE VISIT IN THE APP

1. Click the **Refresh Tasks** button that shows right under where it says **Tasks**.
2. The tasks should appear.
3. If not, call your office and tell them your tasks are not showing.

DON'T SEE THE PATIENT ON YOUR LIST FOR TODAY

Call the office and let them know.

**IMPORTANT: IF YOU HAVE ANY ISSUES, TRY THE STEPS ABOVE FIRST.
IF YOU STILL HAVE TROUBLE, CONTACT YOUR OFFICE IMMEDIATELY AND LET
THEM KNOW YOUR PATIENT, START TIME, AND END TIME.**