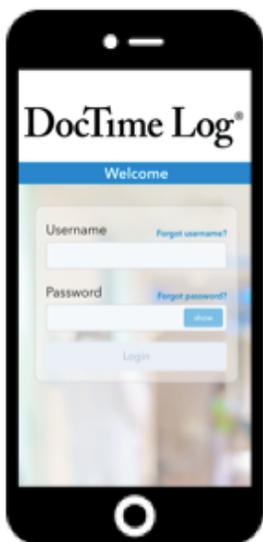


## What is DocTime Log?

**DocTime Log** is a mobile, automated platform for tracking, managing and auditing payments for doctors based on specific physician agreements. It allows doctors to log their time on a smart phone, tablet, or PC, and provides a streamlined workflow for approving physician payments online.

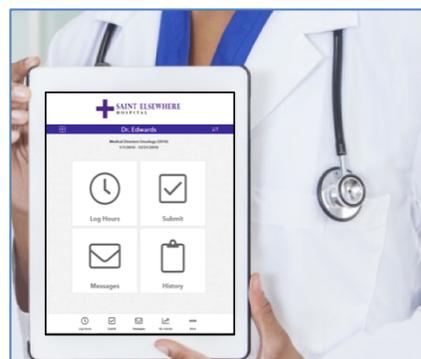


## Why is My Organization Implementing DocTime Log?

- Standardize and automate processes and methodologies for tracking time and making payments to medical teams – all in one place. Saves doctors time, so they can focus on their patients.
- Prevent costly compliance errors that can occur with paper systems by automating the parameters of each contract, protecting both the hospital and participating physicians
- Provide on-going analytics on physician contract spend, which allows for more informed strategic and financial decision-making, year-round

## What Other Benefits Does DocTime Log Offer?

- Accurate payments that are delivered on-time to physicians, based on specific rules of each physician contract
- Easier documentation of work performed on administrative contracts and elimination of paper time logs
- Increased transparency on approval processes



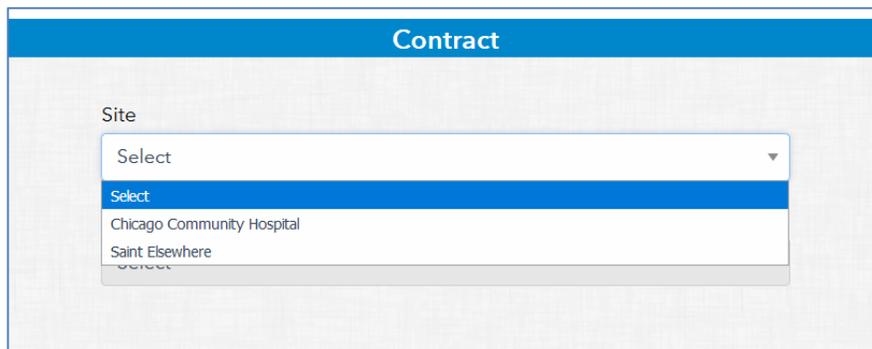
## How Do I Use DocTime Log?



The login screen features the DocTime Log logo at the top. Below it is a blue header with the word "Welcome". The main content area contains a login form with two input fields: "Username" and "Password". Each field has a "Forgot" link to its right. The "Password" field includes a "show" button. A "Login" button is positioned below the password field.

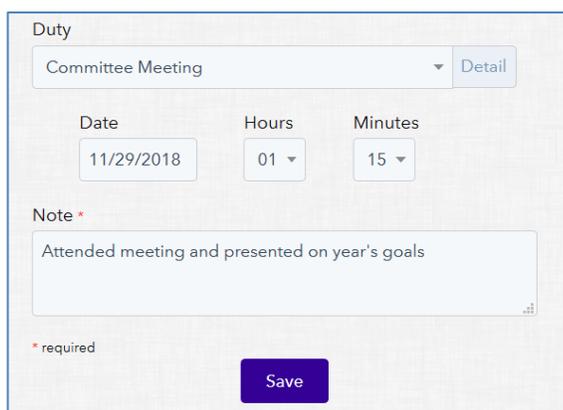
**Step 1: Log in at:**  
<https://app.doctimelog.com>

Your credentials will be included in an e-mail from doctimelog.com.



The screen has a blue header with the word "Contract". Below the header is a "Site" dropdown menu. The dropdown is open, showing a list of options: "Select", "Chicago Community Hospital", and "Saint Elsewhere".

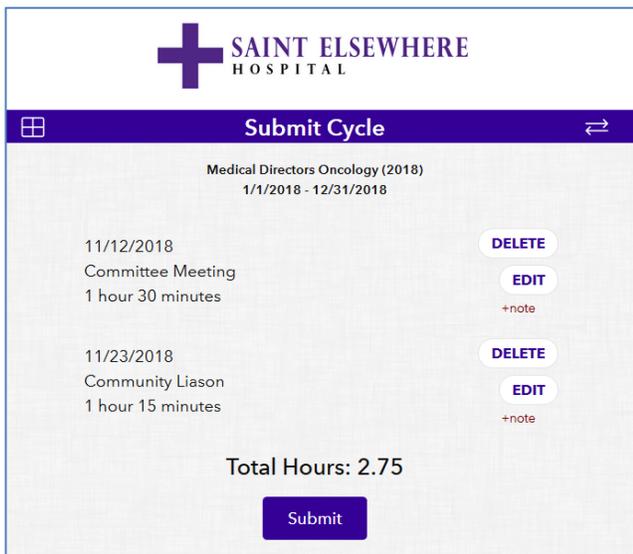
**Step 2: Choose Your Site and Contract**



The screen is titled "Duty". It features a dropdown menu for "Duty" with "Committee Meeting" selected and a "Detail" button to its right. Below this are three input fields: "Date" (containing "11/29/2018"), "Hours" (containing "01"), and "Minutes" (containing "15"). A "Note" field with an asterisk is present, containing the text "Attended meeting and presented on year's goals". A "Save" button is at the bottom, and a "\* required" note is located above it.

**Step 3: Log Hours**

Specify which duty you worked on, the date and the time you spent. Leave a comment with any additional details.



**SAINT ELSEWHERE HOSPITAL**

**Submit Cycle**

Medical Directors Oncology (2018)  
1/1/2018 - 12/31/2018

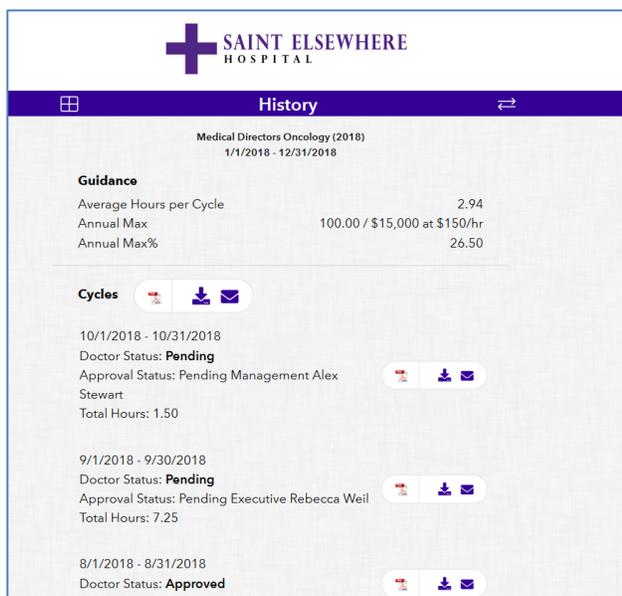
11/12/2018  
Committee Meeting  
1 hour 30 minutes

11/23/2018  
Community Liason  
1 hour 15 minutes

Total Hours: 2.75

Submit

### Step 4: At the End of the Month, Confirm and Submit Your Hours



**SAINT ELSEWHERE HOSPITAL**

**History**

Medical Directors Oncology (2018)  
1/1/2018 - 12/31/2018

**Guidance**

Average Hours per Cycle 2.94  
Annual Max 100.00 / \$15,000 at \$150/hr  
Annual Max% 26.50

**Cycles**

10/1/2018 - 10/31/2018  
Doctor Status: **Pending**  
Approval Status: Pending Management Alex Stewart  
Total Hours: 1.50

9/1/2018 - 9/30/2018  
Doctor Status: **Pending**  
Approval Status: Pending Executive Rebecca Weil  
Total Hours: 7.25

8/1/2018 - 8/31/2018  
Doctor Status: **Approved**

### Step 5: Track Your Time Logs

This page also shows you where your submission is in the approval process.

## Additional Functions

Communicate through secure messaging. Change your contact information or username or view a brief training video.

Medical Directors Oncology (2018)  
1/1/2018 - 12/31/2018

[TERMS OF USE](#)

[CHANGE USER NAME](#)      [CHANGE PASSWORD](#)

Email:       Title:

Address:

City:       State:

Zip:       Office Phone:

Cell Phone:

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 Log Hours     Submit     Messages     My Activity     More