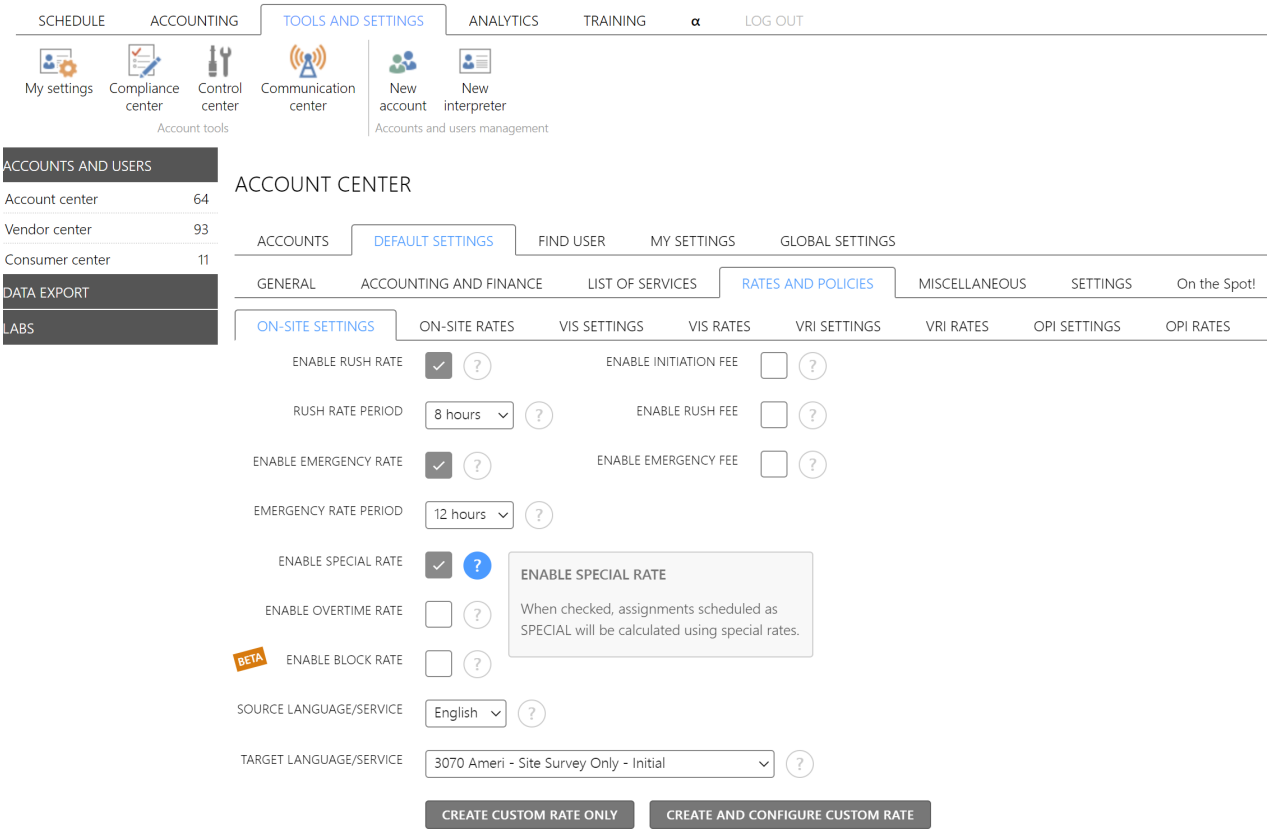
SPECIAL RATE

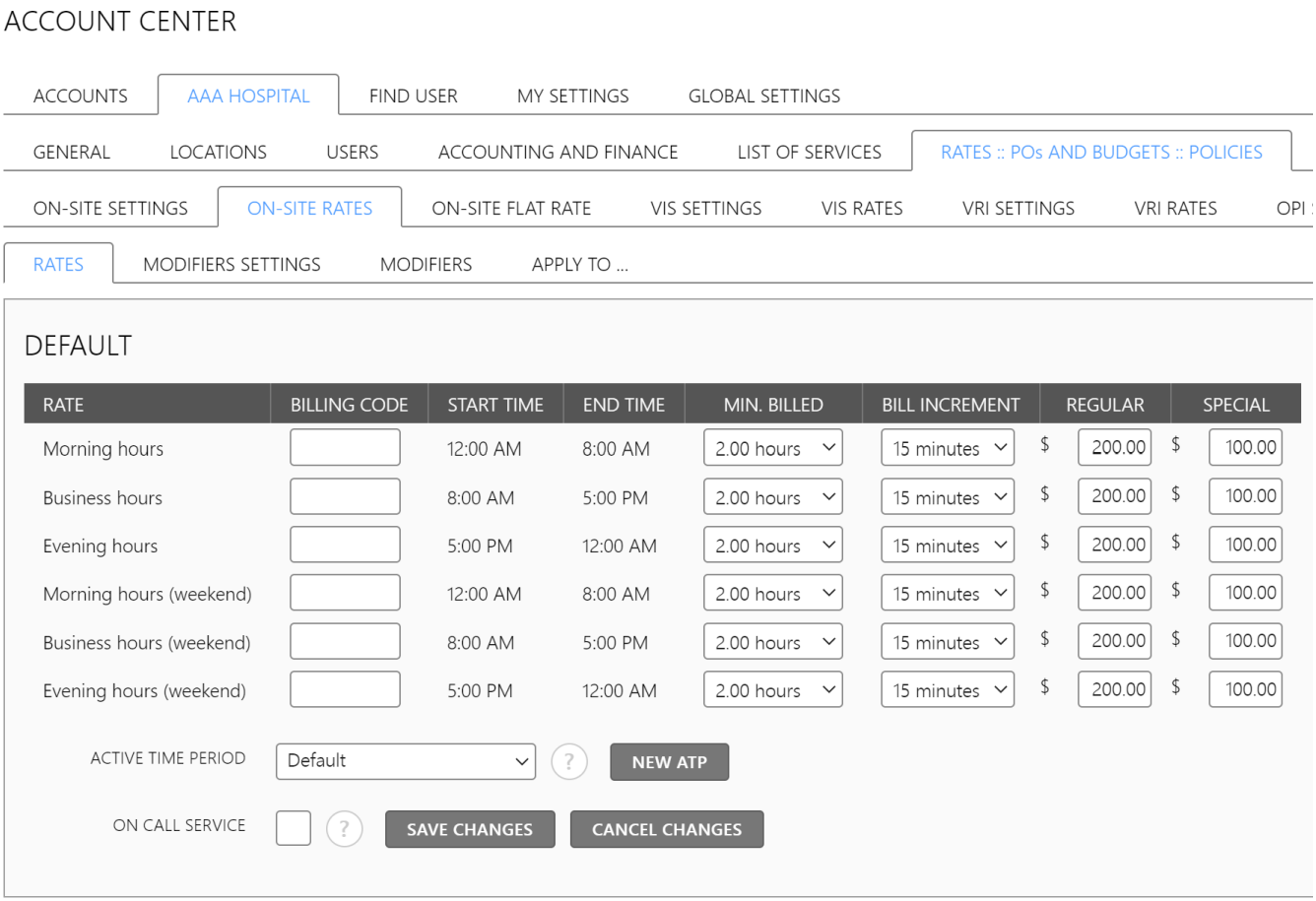
ScheduleInterpreter allows you to bill your clients and compensate your vendors at a special rate. This can be used for holidays or other special events. Once enabled, the special rate can be selected in the request form.

HOW TO ENABLE AND CONFIGURE THE SPECIAL RATE FOR YOUR ACCOUNTS

You can enable the use of special rate for all your accounts, or you can do it for each individual account. To enable it for all your accounts, go to TOOLS AND SETTINGS, ACCOUNT CENTER, DEFAULT SETTINGS, RATES AND POLICIES, ON SITE SETTINGS, then check the box ENABLE SPECIAL RATE.



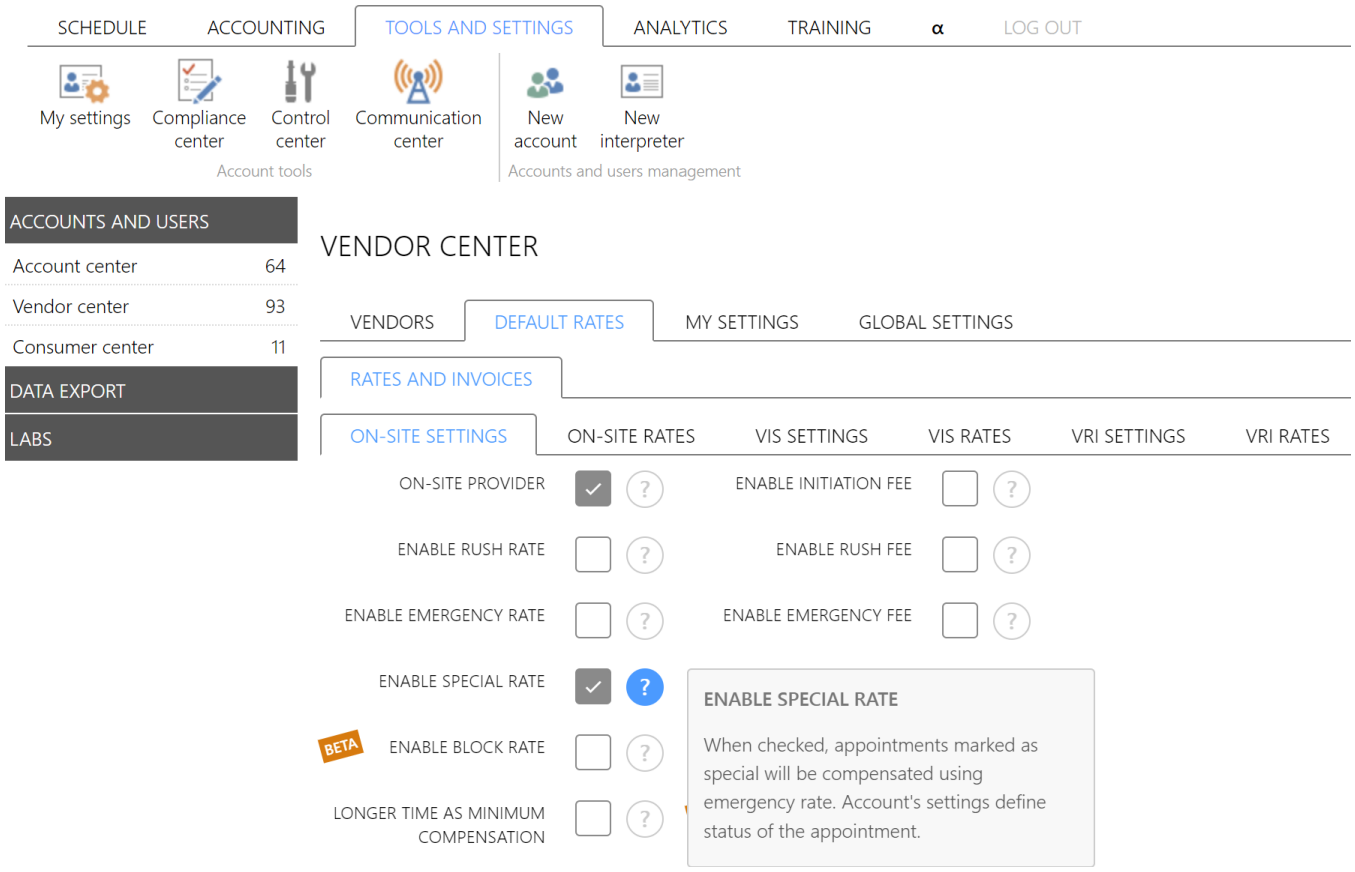
Once enabled, you can configure the special rate in the rate card, by clicking ON-SITE RATES tab, then, RATES. The Special rate will be visible in your default rate card, as well as any custom rate cards you may have.



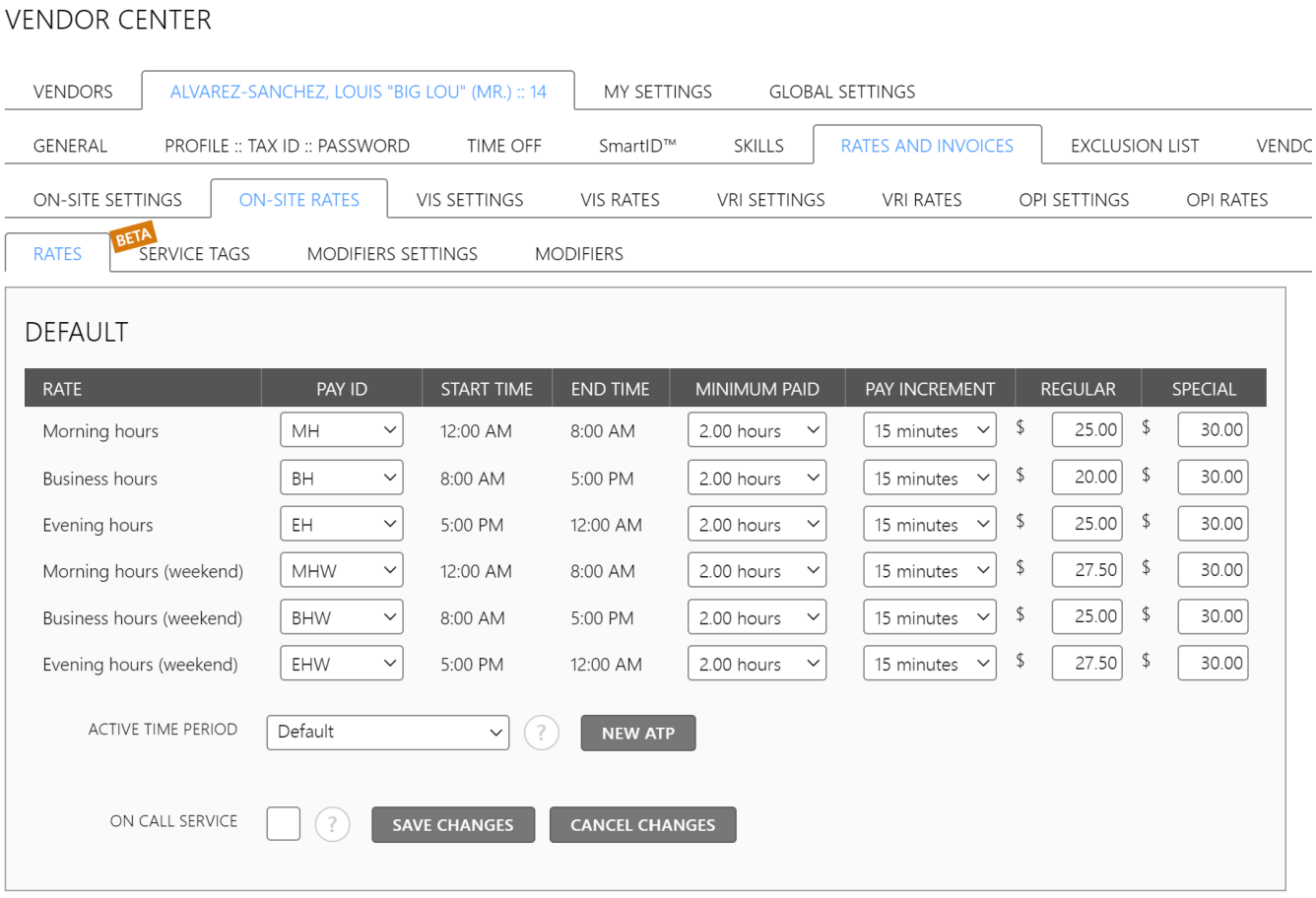
To enable/disable and configure the special rate for one or several accounts, go to Account Center, select the account for which you want to enable or disable the special rate, then follow the same steps above.

HOW TO ENABLE AND CONFIGURE THE SPECIAL RATE FOR YOUR VENDORS

Similar to your accounts, you can enable and configure a special rate for all your vendors, or for each individual vendor. To enable a special rate for all your vendors, go to TOOLS AND SETTINGS, VENDOR CENTER, DEFAULT RATES, RATES AND INVOICES, ON-SITE SETTINGS.



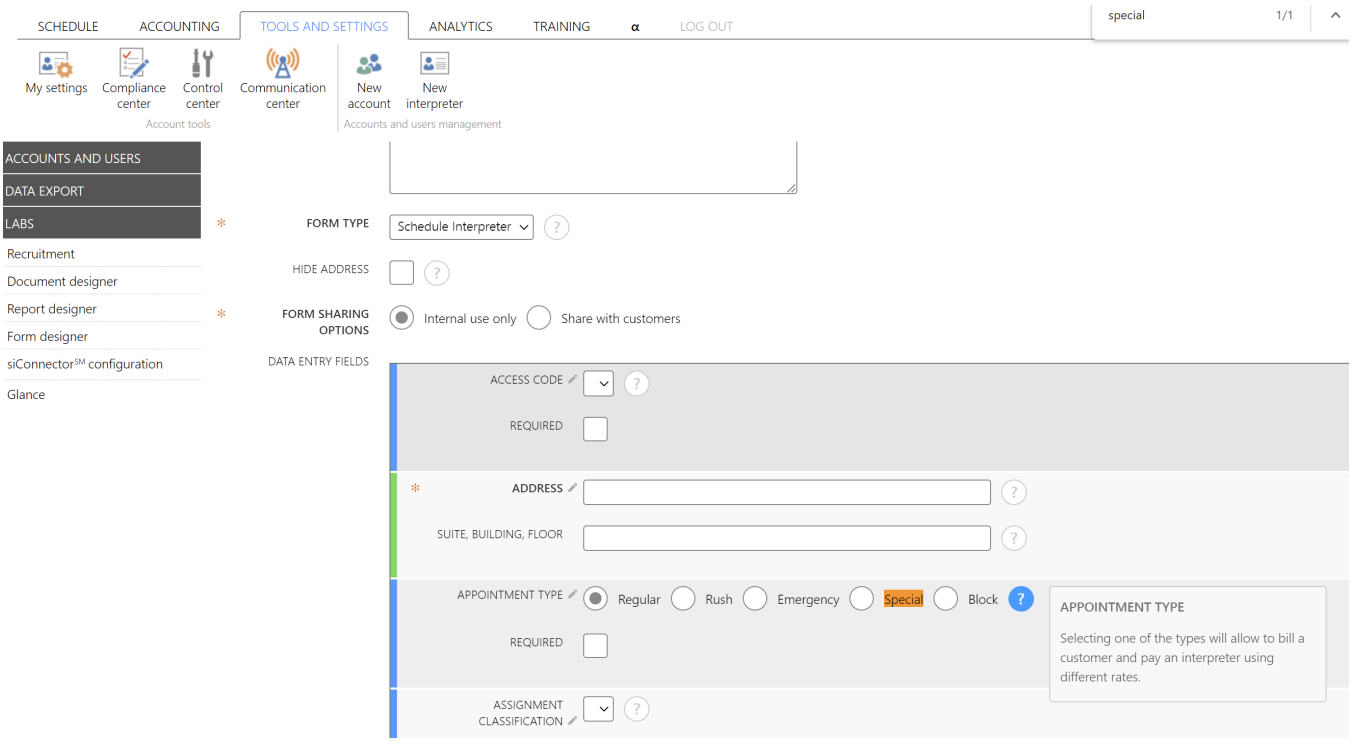
Once enabled, you can configure the special rate in the rate card, by clicking ON-SITE RATES tab, then, RATES. The Special rate will be visible in your default rate card, as well as any custom rate cards you may have.



To enable/disable and configure the special rate for one or several vendors, go to Account Center, select the vendor for which you want to enable or disable the special rate, then follow the same steps above.

HOW TO ADD SPECIAL RATE TO YOUR REQUEST FORM

To bill a client and pay a vendor using a special rate, you must select special rate in your intake form. To add special rate to your intake form, go to TOOLS AND SETTINGS, LABS, FORM DESIGNER, select the form needed or create a new one, then find APPOINTMENT TYPE field and add it to your form.



When editing or creating a new intake form, you can rename Appointment Type, as needed.

HOW TO SELECT SPECIAL RATE WHEN ENTERING A NEW REQUEST

Once you enabled and configured your special rate, and you added appointment type to your request form, you can now select Special rate, when entering a new request. Once completed, ScheduleInterpreter will bill your clients and pay your vendors, using the special rate.

SCHEDULE INTERPRETER - AAA HOSPITAL :: BBB NYC HOSPITAL

REQUEST DETAILS | LOOKUP | MY SETTINGS

* REQUESTER: BBB NYC Hospital :: 80335

* REQUESTER NAME:

ADD REQUESTER

RATE TYPE: Regular | Rush | Emergency | Special | Block

* DESCRIPTION:

* ASSIGNMENT DATE: Mar | 30 | 2023

* LANGUAGES: English (SOURCE) | (TARGET)

* START TIME: (HOUR) | (MINUTES) AM PM

Revision #1
Created Thu, Mar 30, 2023 1:35 PM by Ana Mehdaova
Updated Fri, Mar 31, 2023 4:50 PM by Ana Mehdaova