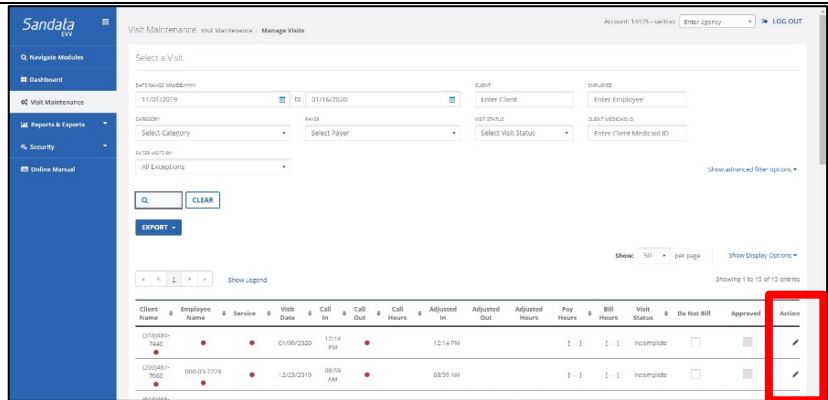


Acknowledging an Exception

All Exceptions must be either **FIXED** or **ACKNOWLEDGED** by the employer in the **Visit Maintenance** screen in order for the status to change to **verified**.

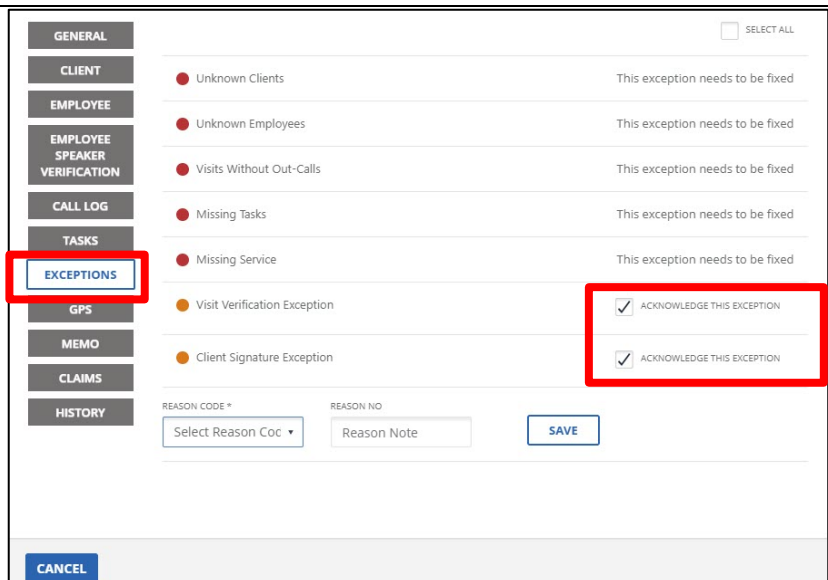
Step 1

- List all Exceptions by doing a **SEARCH** first.
- Click on the **line** or **Edit icon** of the visit you want to fix



Step 2

- Click the **Exceptions** tab on the left,
- Click the **ACKNOWLEDGE THIS EXCEPTION** box to check it off.



Step 3

- Click on the **Reason Code** and *Select a Reason*
- Click **SAVE**

