

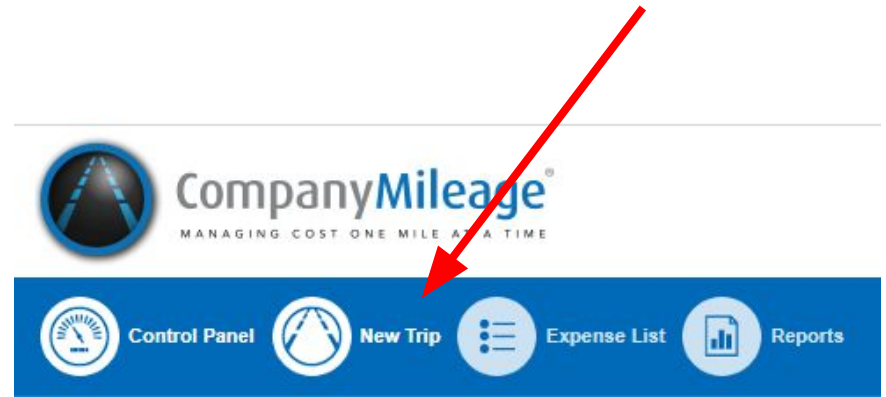
# **RX Company Mileage**

Sacramento Rehabilitation Solutions

Version 1.1 - Aug 2018

# companymileage.com

- Use your login username and password to login to company mileage
- Once logged in, select “new trip”





# Enter the following info:

**New Trip**   Input Grid   Input Edit Grid   Routes   Day Planner




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**New Trip**

Date\*: 2018-08-07    DVR Code: COTAVT 




Start Time\*: 8:00 AM (format HH:mm AM/PM Ex: 4:23 PM)  
End Time\*: 8:30 AM (format HH:mm AM/PM Ex: 10:25 AM)

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Start Name\*: Test Patient   

Start Address\*: 363 LINCOLN BLVD  
Start City\*: LINCOLN   State\*: CA   Zip\*: 95648    Add to Address Book   Clear Address  
\*Entering the Zip Code first will populate the City and State fields.

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Destination Name\*: TEST LOCATION   

Destination Address\*: 000 Patient Address  
Destination City\*: Sacramento   State\*: CA   Zip\*: 94232    Add to Address Book   Clear Address  
\*Entering the Zip Code first will populate the City and State fields.

Round Trip?    Mileage Manual Override?

Memo:

(\* Mandatory Fields)

Get Mileage   Save   Continue Trip   Print   Clear Form

\* By selecting Save, I certify that the mileage/expense submitted is true and accurate

Map & Directions

Date  
In and out time of visit

Patient's Name

Your home OR address of first patient you saw that day if this is your second RX patient that day

DVR Code (what type of visit was it?)



Name and Address of patient

Do not click "round trip" or "manual override"

Finally, click "Get Mileage"




New Trip   Input Grid   Input Edit Grid   Routes   Day Planner

### New Trip

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Start Name\*: Test Patient   

Start Address\*: 363 LINCOLN BLVD

Start City\*: LINCOLN      State\*: CA      Zip\*: 95648       Add to Address Book      [Clear Address](#)  
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Destination Name\*: TEST LOCATION   

Destination Address\*: 000 Patient Address

Destination City\*: Sacramento      State\*: CA      Zip\*: 94232       Add to Address Book      [Clear Address](#)  
\*Entering the Zip Code first will populate the City and State fields.

Round Trip?       Mileage Manual Override?

Memo:

(Mandatory Fields)

\* By selecting Save, I certify that the mileage/expense submitted is true and accurate

NOTE that mileage billed is ONLY:

- From home to a clinician's first RX visit of the day
- OR from the first RX patient to the second RX patient, etc.

Round Trip?  Mileage Manual Override?

**Memo:**

(\* Mandatory Fields)

*\* By selecting Save, I certify that the mileage/expense submitted is true and accurate*

Click "Save" if you are done

OR click "continue trip" if you saw multiple patients for RX on the same day

# PLEASE NOTE

- The total mileage you entered in to company mileage for a given week must exactly match the stated mileage for RX on your CVR
- Documentation completed later than the day following the date of the visit is non-billable per Sacramento Rehabilitation Solutions Documentation Policy
- This documentation policy also includes company mileage for RX patients
- In the event you encounter a situation where you have a problem with company mileage, please notify Sac Rehab immediately



**DID YOU  
REMEMBER TO ENTER  
THE DVR CODE FOR ALL  
VISITS??**

For questions & concerns, feel free to contact us at



Sacramento Rehabilitation Solutions, Inc.

—  
[sacrehabsolutionspayroll@gmail.com](mailto:sacrehabsolutionspayroll@gmail.com)