Track My Time Quick Start Guide: Effortlessly Log, Maximize Compensation & Stay Audit-Ready

Track My Time helps you effortlessly log and manage your **indirect patient care time** under the **Primary Care Physician Compensation Model (PCPCM)**, ensuring you receive full compensation for your work. Plus, with built-in reporting features, you can easily generate records for **audit readiness**, giving you peace of mind and ensuring compliance with billing requirements."

Logging In

✅ Go to Track My Time Login: https://www.jotform.com/app/243647386296269

✅ Enter your **email** and **password** (or click 'Forgot Password' if needed)

✅ Once logged in, you'll see your **Dashboard**

Tracking Your Time

✓ Go to "Log Hours – Daily Hours Log Form."

✓ Select Fill out Form

✓ Select the date & time

✓ Select Direct, Direct (afterhours), Indirect, or Subtract (FFS)

✓ Enter the total number of hours worked (the number of hours entered with translate to the # of 15 minutes units required for billing)

✓ Enter Start and End time (if needed)

✓ Enter Notes/Comments (if needed)

✓ Select Submit

Reviewing & Exporting Data

✓ Go to "Log Hours – Daily Hours Log Form."

✓ Select My Submissions

✓ Select the date of submission to view

✓ Select Download or print to export the daily report

Best Practices for Maximizing Your Billable Time

✓ Log all indirect patient care activities

✓ Make it a habit – set a reminder or log as you go

✓ Use the categories to track where your time goes

Need Help?

📧 Contact **Trackmytime@cmgpcalculator.ca**

🎥 Watch a **step-by-step tutorial**: Access Video