

Using the ISAS system:

You **must** clock in and out of ISAS at the start and end of each service

- 1 You will need the following information when you clock in or out through ISAS:
 - Agency Provider number _____
 - Your Social security number
- 2 If the client has an OTP device Assigned, you must use the device when clocking in and out and will need to enter the client's MA# **Note:** The OTP device **MUST** remain with the client at all times.
- 3 To clock in and out through the ISAS system call **1-855-463-4727 (1-855-4MD-ISAS)**.
- 4 Follow the prompts and enter the correct information as requested until the final prompt, which will say **"Goodbye"**.
** If you do not wait until the end prompt, your time will not record.*

