

# Scheduling

Scheduling refers to the process of planning and organizing the delivery of healthcare services to patients in Adult Day Care. This involves creating a structured timetable for healthcare professionals, such as nurses, therapists, and caregivers, to visit patients and provide the necessary medical, or supportive care.

- [Nurse Calendar](#)
- [Calendar](#)
- [Schedule Log, Pending Schedule](#)

# Nurse Calendar

A nurse calendar is a tool for managing the schedules of Adult Day care nurses. It helps to coordinate patient visits, track medication schedules, and plan caregiver shifts. This calendar ensures timely and personalized care for patients in Adult Day Care while optimizing nurse staffing.

Note: All Fields marked with \* are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

## Adding Nurse Schedule

[Scheduling >> Nurse Calendar](#)

Click Add Schedule option to update the schedule for the Nurse on the calendar.

**Nurse Calendar**

All Service

All Employees

All Patients

Search

Add Schedule

<

2022

2023

2024

>

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Now the following screen appears, update the required information and click Save option. The details of the Visit will be updated in the Nurse calendar.

## Nurse Calendar

All Service

<

### January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Appointment Recurrence

Employee:\*

Select

Patient:\*

Select

Service:\*

Select

Patient Payor:

Select

Authorization Code:

Select

☒ One-time only ☐ Recurrence ?

Start Date:

10/26/2023



☐ Any day of the current month of occurrence ?

Is Virtual Visit?:

☒ No ☐ Yes ?

☒ Anytime Clockin ?

Note:

Cancel

Save

Search

Add Schedule

>

### June

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Calendar

A scheduling calendar is used to manage and coordinate appointments, visits, and care plans for patients in the Adult Day Care. A scheduling calendar typically displays dates in a monthly or weekly grid format, with each day divided into time slots. This makes it easy to view and plan activities over a specific time frame.

Scheduling Tab >> Calendar

The user can view the schedules of all the patients in this calendar.

☒ All Patients

11/12/2023

Search Patient...

Select Facility

All

Search

Day

Week

Month

NOV 12 – 18, 2023

Refresh

Today

<

>

Patients	Hrs	Su 12	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18
<div><input checked="" type="checkbox"/> Borne, Jason</div> <div>Create Bulk Schedule</div> <div>0%</div>	25/25		9:00 – 14:00 Myezcare Adult Da...	9:00 – 14:00 Myezcare Adult Da...	9:00 – 14:00 Myezcare Adult Da...	9:00 – 14:00 Myezcare Adult Da...	9:00 – 14:00 Myezcare Adult Da...	
<div><input checked="" type="checkbox"/> Rock, Chris</div> <div>Create Bulk Schedule</div> <div>0%</div>	28/28	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Da...	8:00 – 12:00 Myezcare Adult Day...

The user can mark the attendance as Present for the patient by clicking the confirmed schedules.

☒ All Patients

11/12/2023

Search Patient...

Select Facility

All

Search

Day

Week

Month

NOV 12 – 18, 2023

Refresh

Today

<

>

Patients		Hrs	Su 12	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18
<input checked="" type="checkbox"/> Borne, Jason	25/25	0%		9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	
<input checked="" type="checkbox"/> Rock, Chris	28/28	0%	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Day...
<input checked="" type="checkbox"/> Taylor, Andrea	86/86	0%	6:00 - 19:00 testing						

MYEZCARE ADULT DAY CENTER

Confirmed

Patient : Rock, Chris

Start Time : 11/14/2023 8:00 am

Clock In Time :

End Time : 11/14/2023 12:00 pm

Clock Out Time :

Attendance ☐ Present ☐ Absent

If the patient is Absent, then the reason for the Absence can also be updated in the system. Click on the schedule and check Absent option.

☒ All Patients

11/12/2023

Search Patient...

Select Facility

All

Search

Day Week Month

NOV 12 – 18, 2023

Refresh Today < >

Patients	Hrs	Su 12	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18
<input checked="" type="checkbox"/> Borne, Jason Create Bulk Schedule	25/25 0%		9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	9:00 - 14:00 Myezcare Adult Da...	
<input checked="" type="checkbox"/> Rock, Chris Create Bulk Schedule	28/28 0%	8:00 - 12:00 Myezcare Adult Da	8:00 - 12:00	8:00 - 12:00	8:00 - 12:00	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Da...	8:00 - 12:00 Myezcare Adult Day...
<input checked="" type="checkbox"/> Taylor, Andrea Create Bulk Schedule	86/86 0%	6:00 - 19:00 testing				6:00 - 19:00 Myezcare Adult Da...	8:00 - 14:00 testing	6:00 - 19:00 testing

MYEZCARE ADULT DAY CENTER

Confirmed

Patient : Rock, Chris

Start Time : 11/14/2023 8:00 am

End Time : 11/14/2023 12:00 pm

Attendance: ☐ Present ☒ Absent

# Schedule Log, Pending Schedule

- A Schedule Log is a structured record keeping system that tracks confirmed schedules of the patient. It includes patient details, care type, caregiver details and the dates of confirmed schedules.
- Pending schedules refer to planned patient visits and tasks waiting for completion. Proper management of these schedules is crucial for ensuring timely and effective care for patient.

## View Confirmed Schedule

Scheduling >> Schedule Log

The user can view the list of confirmed schedules of the patients in the system.

Refresh

Location

All Attendance

Showing 50 of 133 records

	Name	Status	Start Date ^	End Date	Address	Facility	Attendance	Action
<input type="checkbox"/>	<input type="text" value="Name"/>		<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="Search By Address"/>	<div>Select</div>		<div>Search</div> <div>Reset</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/15/2023 6:00 am	11/15/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/15/2023 8:00 am	11/15/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/15/2023 9:00 am	11/15/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/16/2023 6:00 am	11/16/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/16/2023 8:00 am	11/16/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/16/2023 9:00 am	11/16/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/17/2023 8:00 am	11/17/2023 2:00 pm	1470 Madison Avenue, New York, NY - 10029	testing	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/17/2023 8:00 am	11/17/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/17/2023 9:00 am	11/17/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audit Day Center	<div></div> N/A	<div>Delete</div>

## Delete Schedule

Scheduling >> Schedule Log

To delete the schedules in the Schedule Log, click on checkbox of the schedules and click Delete option.

Refresh

Location

All Attendance

Delete

Showing 50 of 133 records

	Name	Status	Start Date ^	End Date	Address	Facility	Attendance	Action
<input type="checkbox"/>	<input type="text" value="Name"/>		<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="Search By Address"/>	<div>Select</div>		<div>Search</div> <div>Reset</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/15/2023 6:00 am	11/15/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input checked="" type="checkbox"/>	Chris Rock	Confirmed	11/15/2023 8:00 am	11/15/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/15/2023 9:00 am	11/15/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/16/2023 6:00 am	11/16/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/16/2023 8:00 am	11/16/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/16/2023 9:00 am	11/16/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/17/2023 8:00 am	11/17/2023 2:00 pm	1470 Madison Avenue, New York, NY - 10029	testing	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/17/2023 8:00 am	11/17/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Jason Borne	Confirmed	11/17/2023 9:00 am	11/17/2023 2:00 pm	3432 Standish Drive, Los Angeles, CA - 91436	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/18/2023 6:00 am	11/18/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	testing	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/18/2023 8:00 am	11/18/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Andrea Taylor	Confirmed	11/19/2023 6:00 am	11/19/2023 7:00 pm	1470 Madison Avenue, New York, NY - 10029	testing	<div></div> N/A	<div>Delete</div>
<input type="checkbox"/>	Chris Rock	Confirmed	11/19/2023 8:00 am	11/19/2023 12:00 pm	Nyc Road No 1, NY, NY - 45632	Myezcare Audt Day Center	<div></div> N/A	<div>Delete</div>

# Pending Schedule

Scheduling >> Pending Schedules

To view the pending schedules, enter the patient name, employee name and click Search option.

PENDING SCHEDULES

Refresh

Active

Patient	Employee	Clock In Time	Clock Out Time	Added By	Added Date	Action
<input type="checkbox"/> <input type="text" value="Patient Name"/>	<div>Select</div>	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	<div>Select</div>		<div>Search</div> <div>Reset</div>