

# TimeSheet

A timesheet is used to track the hours worked by caregivers, while providing care to patients in their homes. It records Clock-in time and Clock-out time of the visits, Task activities performed by the caregiver, Patient details, Authorization details etc.,

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# Employee Billing Report

Employee billing hours refer to the number of hours worked by caregivers providing services to patients in Adult Day Care. These hours are vital for calculating employee compensation, compliance with labor laws, and accurate documentation of care, ensuring proper reimbursement and quality patient care.

Timesheet >> Employee Billing Report

To run the Employee Billing Report, the user can select the Employee from list and update the Start Date and End Date and click Search option. The Employee working hours, Over time hours and pay details can be viewed in this screen.

EMPLOYEE BILLING REPORT

Employee Name

Start Date

End Date

Search

Reset

Pay Frequency

Export To CSV

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs ⓘ	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00

The user can set the Pay Frequency for paying the Employee for their visits in the system. Click Pay Frequency dropdown option and select the Pay Frequency.

EMPLOYEE BILLING REPORT

Employee Name

Start Date

End Date

Search

Reset

Pay Frequency

Export To CSV

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs ⓘ	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00



# Visit Report

A Visit Report is a digital record summarizing a caregiver's visit to a patient's in Adult Day Care. It includes essential data such as date, time, tasks performed, patient information, payor information and billed amount for the Visit.

## Scheduling >> Visit Report

The user can view the Visit Report of the patient in this screen. The filter options helps to get the data of the Visit report accurately.

TIME SHEET

Refresh

Active

Status

Service Type

Open Missing Timesheets

Census

Billed0

Not billed1

Paid0

Denied0

Invalid visits0

Select Bulk Type

Employee

PatientJason Borne

PayorPayor

ServiceService

AuthorizationSelect

Start Date09/05/202

End Date11/16/2023

Search

Reset

<input type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	<div><div></div><div>Myezcare Audi Day Center</div></div>	Jason Borne	Aetna Better Health of New York NOT BILLED	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	Action

# Bulk Update Timesheet

The user can Bulk update the Care Type, Authorization code and Payor of the patient using the option Select Bulk Type.

TIME SHEET

Refresh

Active

Status

Service Type

Open Missing Timesheets

Census

Billed0

Not billed1

Paid0

Denied0

Invalid visits0

Select Bulk Type

Employee

PatientJason Borne

PayorPayor

ServiceService

AuthorizationSelect

Start Date09/05/202

End Date11/16/2023

Search

Reset

Select Bulk Type

Care Type

Authorization Code

Payor

Mark As Complete

Print Timesheets

Delete Selected

Approve Selected

<input type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	<div><div></div><div>Myezcare Audi Day Center</div></div>	Jason Borne	Aetna Better Health of New York NOT BILLED	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	Action

Showing 1 to 1 of 1 records

The Timesheet can also be filtered by the Status of the Visits like Pending, Approved, Rejected, Complete and Incomplete by using the option Status.

The screenshot shows the 'TIMESHEET' interface. At the top, there are buttons for 'Refresh', 'Active', 'Status', 'Service Type', 'Open Missing Timesheets', and 'Census'. The 'Status' dropdown menu is open, showing options: Status, Pending, Approved, Rejected, Incomplete, and Complete. Below the filters, there are summary boxes for 'Billed' (1), 'Paid' (0), 'Denied' (0), and 'Invalid visits' (0). A 'Select Bulk Type' dropdown is also present. The main table has columns: Facility Name, Patient Name, Payor, Service, Authorization Code, Visit Date, Visit Day, Miles, Clock In Time, Clock In Mode, Clock Out Time, Total Time, Billing Amount, and Action. The first row shows a visit at 'Myezcare Audt Day Center' for 'Jason Borne' with payor 'Aetna Better Health of New York' and status 'Not Billed'.

Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input checked="" type="checkbox"/> Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	Action

## Open Missing Timesheet

### Scheduling >> Visit Report

The Missing Timesheet for the Visits can be added to the Timesheet by using the option Open Missing Timesheet option.

This screenshot is similar to the previous one, but the 'Open Missing Timesheets' button is highlighted with a red rectangle. The summary boxes show 'Billed' (0), 'Not billed' (1), 'Paid' (0), and 'Invalid visits' (0). The table below shows the same visit data as the previous screenshot.

Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/> Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	Action

The following popup appears, update the Employee Name, Patient Name, Start Date, End Date and Click Search option. The list of missing Timesheet appears.

Missing TimeSheet

Employee List

Maria Aniston

Patient List

Jason Borne

Start Date

11/01/2023

End Date

11/16/2023

Reset

Search

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input type="checkbox"/>	Maria Aniston	Jason Borne	11/16/2023 9:00 am	11/16/2023 2:00 pm	Adult Day Care		
<input type="checkbox"/>	Maria Aniston	Jason Borne	11/15/2023 9:00 am	11/15/2023 2:00 pm	Adult Day Care		
<input type="checkbox"/>	Maria Aniston	Jason Borne	11/14/2023 9:00 am	11/14/2023 2:00 pm	Adult Day Care		
<input type="checkbox"/>	Maria Aniston	Jason Borne	11/13/2023 9:00 am	11/13/2023 2:00 pm	Adult Day Care		
<input type="checkbox"/>	Maria Aniston	Jason Borne	11/10/2023 9:00 am	11/10/2023 2:00 pm	Adult Day Care		

Now, check the check box of the Timesheet and click Add Missing Timesheet option.

Missing TimeSheet

Employee List

Maria Aniston

Patient List

Jason Borne

Start Date

11/01/2023

End Date

11/16/2023

Reset

Search

Add missing Timesheet

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	11/16/2023 9:00 am	11/16/2023 2:00 pm	Adult Day Care		
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	11/15/2023 9:00 am	11/15/2023 2:00 pm	Adult Day Care		
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	11/14/2023 9:00 am	11/14/2023 2:00 pm	Adult Day Care		
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	11/13/2023 9:00 am	11/13/2023 2:00 pm	Adult Day Care		
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	11/10/2023 9:00 am	11/10/2023 2:00 pm	Adult Day Care		

The Timesheet gets added in the List of Timesheet and we can edit the Timesheet with the required information.

	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	! Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/13/2023	Monday	+8384	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/14/2023	Tuesday	+8384	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/15/2023	Wednesday	+8384	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/16/2023	Thursday	+8384	N/A	Mobile	N/A			Action

# Edit Timesheet

## Scheduling >> Visit Report

Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Edit Timesheet option to change the information in the Visit Report.

Billed0

Not billed6

Paid0

Denied0

Invalid visits0

Select Bulk Type

Employee

PatientJason Borne

PayorPayor

ServiceService

AuthorizationSelect

Start Date09/05/202

End Date11/16/2023

Search

Reset

<input type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Action	
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile	<div>Take Action</div> <div>Print TimeSheet</div> <div>Edit TimeSheet</div> <div>Visit Task Documents</div>	
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/13/2023	Monday	+8384	N/A	Mobile	Action	
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/14/2023	Tuesday	+8384	N/A	Mobile	N/A	Action
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/15/2023	Wednesday	+8384	N/A	Mobile	N/A	Action
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	11/16/2023	Thursday	+8384	N/A	Mobile	N/A	Action

The following screen appears, click Edit option and update the required information.

Visit Time Sheet Service Date:10/24/2023

Patient/Client ID #P-002

Patient / Client NameBrown Hernandez

Beneficiary ID #P-002

HHA/PCA NameNA/Irtaza waris

ServicePersonal Care

Payor / InsuranceAtena

Authorization Code254874587

View Authorization Details

Edit

Schedule

Date10/24/2023

Start Time04:39 am

End Time11:59 pm

ClockIn Time:06:04 am

ClockOut Time:

Edit

Approval

ByPass Reason

Approve

Reject

Task

Conclusion

Deviation

Add Task

ByPassReason Notes

TaskTimeAction

Bypass Reason for Clock In:

Bypass Reason for Clock Out:

Edit

Complete

Click Add Task option and check the Visit Task Details from the list and click Save option.

Visit Time Sheet

Patient/Client ID #P-002

HHA/PCA NameNA/irtaza waris

Authorization Code254874587

Schedule

Date10/24/2023

Start Time0

ClockIn Time :06:04 am

ClockOut Time :11:00 pm

Edit

Service Date:10/24/2023

Beneficiary ID #P-002

Payor / InsuranceAtena

Edit

Approval

ByPass Reason

ApproveReject

ADD TASK

SimpleDetail

id	VisitTaskDetail
<input type="checkbox"/>	Dressing
<input checked="" type="checkbox"/>	Laundry
<input checked="" type="checkbox"/>	Meal Preparation
<input checked="" type="checkbox"/>	Personal Hygiene
<input type="checkbox"/>	Supervision

Save

TaskConclusionDeviation

Add Task

Task	Time	Action
------	------	--------

ByPassReason Notes

Bypass Reason for Clock In:

Bypass Reason for Clock Out:

Edit

After updating the required details click the option Complete at the bottom of the Timesheet.



## Service Date:10/24/2023

Approval

ByPass Approval Requ ▼

ByPass Reason

Approve

Reject

APPROVED

**ByPassReason Notes**

**Bypass Reason for Clock In:**  

Edit

**Bypass Reason for Clock Out:**

[Print TimeSheet](#)

TIME SHEET

Refresh

Active

Status

Service Type

Open Missing Timesheets

Census

Billed0

Not billed2

Paid0

Denied0

Invalid visits0

Select Bulk Type

Select Bulk Type

Care Type

Authorization Code

Payer

Mark As Complete

Print Timesheets

Delete Selected

Approve Selected

Patient	Payer	Service	Authorization	Start Date	End Date											
Patient Name	Payer	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action				
Brown Hernandez	Alena <span>Not Billed</span>	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action				
Brown Hernandez	Alena <span>Not Billed</span>	Personal Care	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	16:56:00	554.690	Action				

The following screen appears, click Approve option to Approve the Visits.

<input type="checkbox"/>	Employee Name	Patient Name	Service	Visit Date	Visit Day	Clock In Time <input type="checkbox"/> Schedule time	Clock Out Time <input type="checkbox"/> Schedule time	Note
<input checked="" type="checkbox"/>	Maria Aniston	Jason Borne	Adult Day Care	09/25/2023	Monday	<input type="checkbox"/> Schedule time 09:00 am	<input type="checkbox"/> Schedule time 02:00 pm	Note (Optional)

Approve

# Delete Timesheet

## Scheduling >> Visit Report

Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Delete option.

TIMESHEET
Refresh
Active
Status
Service Type
Open Missing Timesheets
Census

Billed 0
Not billed 2
Paid 0
Denied 0

Invalid visits 0

Select Bulk Type

Employee
Patient Jason Borne
Payor Payor
Service Service
Authorization Select
Start Date 08/09/202
End Date 11/10/2023
Search
Reset

<input type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	ClockIn Mode	Clock Out	Total	Billing	Action
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile				<span>Delete</span> <span>Print TimeSheet</span> <span>Edit TimeSheet</span> <span>Visit Task Documents</span>
<input checked="" type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile				<span>Action</span>

For deleting Bulk Timesheet, select the Timesheet using the checkbox and click Select Bulk Type. The list of option appears, click Delete Selection option.

TIMESHEET
Refresh
Active
Status
Service Type
Open Missing Timesheets
Census

Billed 0
Not billed 2
Paid 0
Denied 0

Invalid visits 0

Select Bulk Type

Employee
Patient Jason Borne
Payor Payor
Service Service
Authorization Select
Start Date 08/09/202
End Date 11/10/2023
Search
Reset

Select Bulk Type

- Select Bulk Type
- Care Type
- Authorization Code
- Payor
- Mark As Complete
- Print Timesheets
- Delete Selected
- Approve Selected

<input type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	ClockIn Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile	N/A			<span>Action</span>
<input checked="" type="checkbox"/>	Myezcare Audt Day Center	Jason Borne	Aetna Better Health of New York <span>Not Billed</span>	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	<span>Action</span>

The deleted Timesheet can be viewed under the Deleted Timesheet list.

TIME SHEET
Refresh
Deleted
Status
Service Type
Open Missing Timesheets
Census

Billed 0
Not billed 1
Paid 0
Denied 0
Invalid visits 0
Select Bulk Type

Employee
Patient Jason Borne
Payor Payor
Service Service
Authorization Select
Start Date 09/05/202
End Date 11/16/2023
Search
Reset

	Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	<input type="checkbox"/> Myezcare Audi Day Center	Jason Borne	Aetna Better Health of New York Not Billed	Adult Day Care	12344321	09/25/2023	Monday	+8384	09:00 am	Mobile	02:00 pm	05:00:00	25	Action

# Census Option

## Scheduling >> Visit Report

The number of Timesheet depending upon the status of the Timesheet can be viewed by using the option Census. Click Census option and select the option By Timesheet.

TIME SHEET
Refresh
Active
Status
Service Type
Open Missing Timesheets
Census

Billed 0
Not billed 42
Paid 0
Denied
Invalid visits 0

By Billing
By Timesheet

The number of Completed Timesheet, Incomplete Timesheet, Approval Approved Timesheet, Approval Pending Timesheet and Approval Rejected Timesheet can be viewed in the system.

TIME SHEET
Refresh
Active
Status
Service Type
Open Missing Timesheets
Census

Incomplete Time Sheet 27
Complete Time Sheet 15
Clock-In not done 0
Approval Pending 0
Approval Approved 8
Approval Rejected 0
Select Bulk Type

The number of Visits depending upon the status of the visit can be viewed by using the option By Billing under Census. The number of Billed visits, Paid visits, Not Billed visit, Denied visit and Invalid visits can easily viewed in the system.

TIME SHEET
Refresh
Active
Status
Service Type
Open Missing Timesheets
Census

Billed 0
Not billed 42
Paid 0
Denied
Invalid visits 0

By Billing
By Timesheet



# Bulk Timesheet

A Bulk Timesheet option is used to create multiple Timesheets for the patients in the system.

## Create Bulk Timesheet

**Timesheet >> Bulk Timesheet**

**DASHBOARD**

FEATURES

EMPLOYEE

PROSPECTS *beta*

CLIENT

SCHEDULING

**TIME SHEET**

EMPLOYEE BILLING REPORT

VISIT REPORTS

**BULK TIMESHEET *beta***

ACTIVITY LOG

BILLING

MESSAGES

REPORTS

ATTENDANCE *beta*

SETTINGS

3

Patient - Schedule

0

Total Present

0

Total Absent

3

Total Schedule

0

Inprogress

2

Missed Schedule

0

Complete

0

Over Time

0

Patient - New

3

Active Patient

0

Not Scheduled

0

Unread Messages

2

Pending Time Sheet

0

Prior Auth. Expiring

0

Prior Auth. Expired

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 3

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Admin, Master	Taylor, Andrea	Adult Day Care	6122762812	11/16/2023 06:00 am	11/16/2023 07:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Draper, Don	Rock, Chris	Adult Day Care	6784321568	11/16/2023 08:00 am	11/16/2023 12:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Aniston, Maria	Borne, Jason	Adult Day Care	6785673242	11/16/2023 09:00 am	11/16/2023 02:00 pm	✗	✗	Change Schedule

Select the Employee Name, Patient Name, Care Type, Type of Timesheet, From Date, To Date and Click Search.

GROUP TIMESHEET

Step 1: Select the patient schedule(s)

Facility

Myezcare Adult Day

Patient

Chris Rock

Service

Adult Day Care

Types OF Time Sheet

Missing

From Date

11/02/2023

To Date

11/06/2023

Search

Reset

Facility Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date
No records found.						

Next

The required details will appear on the screen, now select the checkbox and Click Next option.

## GROUP TIMESHEET

### Step 1: Select the patient schedule(s)

**Facility** Myezcare Adult Day Center **Patient** Chris Rock **Service** Adult Day Care **Types OF Time Sheet** Missing **From Date** 11/02/2023 **To Date** 11/06/2023 **Search** **Reset**

Selected : 5

Total Record: 5

<input checked="" type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/02/2023	11/02/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/03/2023	11/03/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/04/2023	11/04/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/05/2023	11/05/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/06/2023	11/06/2023

**Next** ➤

Verify the Clock-in time and Clock-out time and make necessary changes and then Click Next option.

## GROUP TIMESHEET

### Step 2: Confirm clock-in and clock-out time

Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date	Clock In Time Clock <b>Reset</b> <b>Apply All</b>	Clock Out Time Clock <b>Reset</b> <b>Apply All</b>
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/13/2023	07/13/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/14/2023	07/14/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/20/2023	07/20/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/21/2023	07/21/2023	06:00 am	08:00 pm

**Prev** <

**Next** ➤

Select the Visit Task Details from the list and Click Next option.

### Step 3: Select the visit tasks

<input type="checkbox"/>	Visit Task Detail	
<input type="checkbox"/>	Beauty/Barber Shop	
<input type="checkbox"/>	Field Trips	
<input checked="" type="checkbox"/>	Gardening/Horticultural	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option
<input type="checkbox"/>	Independent Project	
<input type="checkbox"/>	Laundry	
<input type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	Special Group Projects	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option

**Prev** <

**Next** ➤

Now review the Timesheet and if needed add Remarks to the Timesheet and Click Complete option. The missing Timesheet is now added to the Visit Report.

Step 4: Review and add Remark

Employee Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date	Clock In	Clock In Time	Clock Out	Clock Out Time
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/01/2023	11/01/2023	11/01/2023	08:00 am	11/01/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/02/2023	11/02/2023	11/02/2023	08:00 am	11/02/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/03/2023	11/03/2023	11/03/2023	08:00 am	11/03/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/04/2023	11/04/2023	11/04/2023	08:00 am	11/04/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/05/2023	11/05/2023	11/05/2023	08:00 am	11/05/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/06/2023	11/06/2023	11/06/2023	08:00 am	11/06/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	15898888	11/07/2023	11/07/2023	11/07/2023	08:00 am	11/07/2023	12:00 pm

Visit Task Detail	Type	Service Time (in Minutes)	Remarks
Gardening/Horticultural	Simple	10	
Special Group Projects	Simple	10	

Remarks

Remarks

# Activity Log

The Activity Log contains information regarding the Activity performed by the patient for a particular Month.

## Adding Activity Log

## Timesheet >> Activity Log

Select the Month and the Patient Name for adding the Activity Log for the Patient.

[illegible]

The user can check the box on each day for the activity's performed by the patient and click Save option.



## REFERRAL ACTIVITY

Year

2023

Month

Select Month

Add/Edit

Select Add or Edit

Print

[illegible]

Save