

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: William Garcia | Start Date: 10/11/2023 | End Date: 10/12/2023 | **Search** | Reset | Pay Frequency: Select 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: William Garcia | Start Date: 10/11/2023 | End Date: 10/12/2023 | Search | Reset | Pay Frequency: Monthly | **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

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 09/05/2023 End Date 11/16/2023 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"/>	Myezcare Audt 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

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

Billed 0 Not billed 1 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

Select Bulk Type

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

Employee Patient Jason Borne Payor Payor Service Service Authorization Select Start Date 09/05/2023 End Date 11/16/2023 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"/>	Myezcare Audt 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

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.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 1 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

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

<input checked="" 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 checked="" type="checkbox"/>	Myezcare Audt 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

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.

TIME SHEET Refresh Active 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 09/05/2023 End Date 11/16/2023 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 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	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
Patient List
Start Date
End Date

	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
Patient List
Start Date
End Date

	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.

Billed 0 Not billed 6 Paid 0 Denied 0 Invalid visits 0

Select Bulk Type

Employee Patient Jason Borne Payor Payor Service Service Authorization Select Start Date 09/05/2022 End Date 11/16/2023 Search Reset

Facility Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Action
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	Take Action Print TimeSheet Edit TimeSheet Visit Task Documents
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
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	Action
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	Action
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	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 Name Brown Hernandez Beneficiary ID # P-002
HHA/PCA Name NA/irtaza waris Service Personal Care Payor / Insurance Atena
Authorization Code 254874587 View Authorization Details Edit

Schedule Date 10/24/2023 Start Time 04:39 am End Time 11:59 pm
ClockIn Time: 06:04 am ClockOut Time: Edit

Approval
ByPass Reason
Approve Reject

Task Conclusion Deviation Add Task BypassReason Notes

Task Time Action
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 Service Date: 10/24/2023

Patient/Client ID #	P-002
HHA/PCA Name	NA/irtaza waris
Authorization Code	254874587

Beneficiary ID #	P-002
Payor / Insurance	Atena

Schedule
Date: 10/24/2023 Start Time: 0:00
ClockIn Time: 06:04 am ClockOut Time: 11:00 pm

ADD TASK Simple Detail

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

Approval
[Dropdown]
ByPass Reason
[Approve] [Reject]

Task **Conclusion** **Deviation** **Add Task** **ByPassReason Notes**

Task	Time	Action

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.

Patient/Client ID #	P-002	Patient / Client Name	Brown Hernandez	Beneficiary ID #	P-002
HHA/PCA Name	NA/irtaza waris	Service	Personal Care	Payor / Insurance	Atena
Authorization Code	254874587	View Authorization Details		Edit	

Schedule

Date: 10/24/2023 Start Time: 04:39 am End Time: 11:59 pm

ClockIn Time: 06:04 am ClockOut Time: 11:00 pm

[Edit](#)

Approval

ByPass Approval Requ: ▼

ByPass Reason:

[Approve](#) [Reject](#)



Task	Conclusion	Deviation	Add Task	
Task	Time	Action		
Meal Preparation	00:10 hrs	 		
Personal Hygiene	00:10 hrs	 		
Laundry	00:10 hrs	 		

ByPassReason Notes

Bypass Reason for Clock In:

Bypass Reason for Clock Out:

[Edit](#)

[Complete](#) [Print TimeSheet](#)

After completing the Timesheet, Select the Timesheet using the check box and click Select Bulk Type dropdown. Now click Approve Selected option to Approve the Timesheet for Billing.

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: ▼

Client	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
Brown Hernandez	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action
irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	18:56:00	594.996	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 Not Billed	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile				<input checked="" type="checkbox"/> Delete <input type="checkbox"/> Print TimeSheet <input type="checkbox"/> Edit TimeSheet <input type="checkbox"/> Visit Task Documents
<input checked="" type="checkbox"/>	Myezcare Audt 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				<input type="checkbox"/> Action

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

<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 Not Billed	Adult Day Care	12344321	11/10/2023	Friday	+8384	N/A	Mobile	N/A			<input type="checkbox"/> Action
<input checked="" type="checkbox"/>	Myezcare Audt 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	<input type="checkbox"/> Action

Select Bulk Type dropdown menu:

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

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

<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"/>	i Myezcare Audt 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

By Billing

By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

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

By Billing

By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

Bulk Timesheet

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

Create Bulk Timesheet

Timesheet >> Bulk Timesheet

The dashboard displays several metrics in a grid:

- Patient - Schedule: 3
- Total Present: 0
- Total Absent: 0
- Total Schedule: 3
- Inprogress: 0
- Missed Schedule: 2
- Complete: 0
- Over Time: 0
- Patient - New: 0
- Active Patient: 3
- Not Scheduled: 0
- Unread Messages: 0
- Pending Time Sheet: 2
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 0

Navigation menu includes: DASHBOARD, FEATURES, EMPLOYEE, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, EMPLOYEE BILLING REPORT, VISIT REPORTS, BULK TIMESHEET (highlighted), ACTIVITY LOG, BILLING, MESSAGES, REPORTS, ATTENDANCE, SETTINGS.

Summary: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 3 INPROGRESS - 0 MISSED - 2 COMPLETE - 0

Employee	Service	Location	Time Slot(s)	Status	Start Date	End Date				
<input type="checkbox"/>	Employee	Service	Location	Time Slot(s)	Status	Start Date	End Date			
<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, Dan	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)

Myezcare Adult Day
 Chris Rock
 Adult Day Care
 Missing
 11/02/2023
 11/06/2023

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

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 Out Time
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

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 <input type="text" value="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 <input type="text" value="Task Option"/>

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
Myzccare 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
Myzccare 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
Myzccare 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
Myzccare 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
Myzccare 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
Myzccare 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
Myzccare 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

[< Prev](#)

[Complete >](#)

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.

REFERRAL ACTIVITY

Year: 2023 | Month: January | Add/Edit: Add | Patient: Samuel Clark | [Print](#)

Category	Name	Select All	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	Total
Attendance	Full day	<input type="checkbox"/>	0																															
Attendance	Part Day	<input type="checkbox"/>	0																															
Attendance	Absent Code	<input type="checkbox"/>	0																															
Therapy	PT	<input type="checkbox"/>	0																															
Therapy	ST	<input type="checkbox"/>	0																															
Therapy	OT	<input type="checkbox"/>	0																															
Personal Care	Eating	<input type="checkbox"/>	0																															
Personal Care	Toileting	<input type="checkbox"/>	0																															
Personal Care	Dressing/Gro	<input type="checkbox"/>	0																															
Personal Care	omng	<input type="checkbox"/>	0																															
Meals	On site	<input type="checkbox"/>	0																															
Meals	Snack	<input type="checkbox"/>	0																															
Meals	Take Home	<input type="checkbox"/>	0																															
Other Services	Nursing	<input type="checkbox"/>	0																															
Other Services	Social	<input type="checkbox"/>	0																															
Other Services	Services	<input type="checkbox"/>	0																															

[Save](#)

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

REFERRAL ACTIVITY

Year:
 Month:
 Add/Edit:



Category	Name	Select All	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	Total
Attendance	Full day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Attendance	Part Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1										
Attendance	Absent Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Therapy	PT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1										
Therapy	ST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Therapy	OT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1											
Personal Care	Eating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2												
Personal Care	Toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Personal Care	Dressing/Gro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1										
Personal Care	oming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1											
Meals	On site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Meals	Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Meals	Take Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						

