

# Care Plan

## Task Mapping

The visit task activities for care plan can be viewed in Task Mapping option.

**Client >> List >> Select Patient from List >> Care Plan >> Task Mapping.**

The user can select the Task Activities for the Care type as required for the days of the week.

Patient DetailsDocumentsBilling/Prior AuthorizationCare PlanCalendarBlock EmployeesInternal MessagingNotes

Tasks MappingPatient Schedule

Task

CareType

+ Goal

Print care plan

+ Adult Day Care

Def.	Activities / Days	Freq. DD	All	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comment
<div>+ Activities of Daily Living 2</div>											
<input checked="" type="checkbox"/>	Laundry	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Health and Medical	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<div>+ Daily Activities 7</div>											
<input checked="" type="checkbox"/>	Beauty/Barber Shop	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Field Trips	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Special Group Projects	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Gardening/Horticultural	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Other	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Field Trips	Select	<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"/>	Other	Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Patient Schedule

The patient schedule can be added in the system by using the option +Add Patient Schedule option. Click schedule option under client.

**Client >> List >> Select Patient from List >> Care Plan >> Patient Schedule or Client >> Schedule**

The patient schedule can be created in the system with Prior Authorization and also without Prior Authorization.

Now lets update the Patient schedule With Prior Authorization. Click on the dropdown option under Contract / PA Details. Select the Authorization details and Click Save & Add Time Slot option.

ADD PATIENT SCHEDULE

☒ With PriorAuth ? ☐ Without PriorAuth ?

Contract/PA Details:\*

Select (Optional)

AuthCode:1548799 CareType:Adult Day Care ServiceCode:S5102  
StartDate:11/2/2023 12:00:00 AM EndDate:4/30/2024 12:00:00 AM

ADD PATIENT SCHEDULE

☒ With PriorAuth ? ☐ Without PriorAuth ?

Contract/PA Details:\*

1548799

Start Date: 2023/11/02	End Date: 2024/04/30
Care Plan: Adult Day Care	Service Code: S5102
Total Used Unit:	Allocated Unit: 0
Used Unit: 0	Unused Unit: n/a

Save & Add Time Slots

Select days under the Add Time Slot option, update the Start Time and End Time of the Schedule, Check the option Used in Scheduling and Click Add. Now the Time slot will be generated with Days, Time and Care Plan.

### Add Time Slot

Day\*

Select Day

Start Time\*

Start Time

End Time\*

End Time

☐ Anytime ClockIn

☒ Used in Scheduling

Notes

'Notes'

Add

Delete Selected

<input type="checkbox"/>	Day ^	Start Time	End Time	Service	Used in Scheduling	Anytime ClockIn	Notes	Action
<input type="checkbox"/>	Monday	08:00 AM	02:00 PM	Adult Day Care	✓	✗		
<input type="checkbox"/>	Tuesday	08:00 AM	02:00 PM	Adult Day Care	✓	✗		
<input type="checkbox"/>	Wednesday	08:00 AM	02:00 PM	Adult Day Care	✓	✗		
<input type="checkbox"/>	Thursday	08:00 AM	02:00 PM	Adult Day Care	✓	✗		
<input type="checkbox"/>	Friday	08:00 AM	02:00 PM	Adult Day Care	✓	✗		

Showing 1 to 5 of 5 records

If the Prior Authorization details are not available, the user can follow the above steps and create the Schedule without Prior Authorization for the Patient.

## ADD PATIENT SCHEDULE

☐ With PriorAuth ? ☒ Without PriorAuth ?

Referral\*

Hernandez, Brown

Service\*

Select

Billing/Prior Authorization\*

Start Date\*

mm/dd/yyyy



☐ End By

Save & Add Time Slots

Select days under the Add Time Slot option, update the Start Time and End Time of the Schedule, Check the option Used in Scheduling and Click Add. Now the Time slot will be generated with Days, Time and Care Plan.

☐ With PriorAuth  ☒ Without PriorAuth 

Referral\*

Rock, Chris

Service\*

Adult Day Care

Billing/Prior Authorization\*

Start Date\*

12/30/2022



☐ End By

Update Schedule

### Add Time Slot

Day\*

Select Day

Type in a search term

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

Start Time\*

Start Time

End Time\*

End Time

☒ Used in Scheduling

Add

Now, the Time Slot for the patient is successfully added with the required Days and Time.

☐ With PriorAuth ? ☒ Without PriorAuth ?

Referral\*

Rock, Chris

Service\*

Adult Day Care

Billing/Prior Authorization\*

Start Date\*

12/30/2022

☐ End By

Update Schedule

Add Time Slot

Day\*

Select Day

Start Time\*

Start Time

End Time\*

End Time

☐ Anytime ClockIn ☒ Used in Scheduling

Notes

Notes

Add

Delete Selected

<input type="checkbox"/>	Day ^	Start Time	End Time	Service	Used in Scheduling	Anytime ClockIn	Notes	Action
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	Adult Day Care	✓	✗		
<input type="checkbox"/>	Monday	08:00 AM	12:00 PM	Adult Day Care	✓	✗		

# Scheduling Patient with Facility

After creating the Timeslot for the patient, the user has to schedule the patient with the Facility. Click Add Patient Schedule option.

Client >> List >> Select Patient from List >> Care Plan >> Patient Schedule

Patient DetailsDocumentsBilling/Prior AuthorizationCare PlanCalendarBlock EmployeesInternal MessagingNotes

Tasks MappingPatient Schedule

Rock, Chris

+ Add Patient Schedule

NewLegacy

Active

Start Date	End Date	Service	Authorization	Information	Action
12/30/2022	N/A	Adult Day Care		Mon, Wed, Fri, Sun, Tue, Thu, Sat	<div><div></div><div></div><div>Schedule Now</div></div>

Showing 1 to 1 of 0 records

Select the Start Date and End Date and days of the schedule. Now select the Facility from the list to whom the patient has to be scheduled and click create schedule option.

# ROCK, CHRIS

## Facility

Myezcare Adult Day Center

▼

## Patient Payor

Aetna Better Health of New York

▼

## Service

Adult Day Care

▼

## Billing/Prior Authorization

158989898

▼

Create Schedule

## Patient's Visit Frequency

Start Date

End Date

01/01

12/31/20

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Monday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Tuesday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Wednesday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Thursday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Friday	08:00 AM	12:00 PM	
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	

Patient On Hold + Patient Hold

The patient has been successfully scheduled with the Facility and the Schedule has been created.

## Reassign Facility for the patient

The Facility assigned for the patient can be reassigned with different facility in the system by using the Schedule Now option.

Client >> Schedule

Select the patient from the list and click Schedule now option. When we click the day of the schedule, we can see the Facility name which has been assigned to the patient for the day.

## ROCK, CHRIS

### Facility

Myezcare Adult Day Center

### Patient Payor

Aetna Better Health of New York

### Service

Adult Day Care

### Billing/Prior Authorization

158989898

Create Schedule





Patient's Visit Frequency

Start Date

01/01/2023

End Date

12/31/2023

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	 

View Assigned Facilities

Name	NPI#
Myezcare Adult Day Center	

Patient On Hold

+ Patient Hold

Now select the start date and end date of the schedule for which the Facility has to be reassigned. Also click the check box to select the day for reassigning the Facility and click unassign option on the right side of the day.

The below screen appears, click yes continue option. The Facility has been unassigned for the selected date range for that particular day.

ROCK, CHRIS undefined

Facility

Myezcare Adult

Patient Payor

Aetna Better Health of New York

Service

Adult Day Care

Billing/Prior Authorization

158989898

Create Schedule

Are you sure?

Cancel

Yes, Continue...

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Monday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Tuesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Wednesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Thursday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Friday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	 

Patient On Hold

+ Patient Hold

After the Facility has been unassigned, change the Facility and click create schedule.

ROCK, CHRIS

Facility

ADC Center 2

Patient Payor

Aetna Better Health of New York

Service

Adult Day Care

Billing/Prior Authorization

158989898

Create Schedule







Patient's Visit Frequency

Start Date

01/01/2023

End Date

12/31/2023

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Monday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Tuesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Wednesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Thursday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Friday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	 

Patient On Hold

+ Patient Hold

# Patient on Hold

The user can keep the patient on hold for the day by using the option +Patient Hold.

## ROCK, CHRIS

### Facility

Myezcare Adult Day Center

### Patient Payor

Aetna Better Health of New York

### Service

Adult Day Care

### Billing/Prior Authorization

158989898

Create Schedule





### Patient's Visit Frequency

#### Start Date

01/01/2023

#### End Date

12/31/2023

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Monday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Tuesday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Wednesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Thursday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Friday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	 

Patient On Hold

+ Patient Hold

Now Click +Patient Hold option, the following screen appears, update the start date, end date, reason for hold and click Save option.

EDIT PATIENT - ROCK, CHRIS / 1Y 6M / MALE / #234512 / LOCATION: N/A / STATUS: ACTIVE

Patient Details Documents Billing/Prior Authorization

Tasks Mapping Patient Schedule

Rock, Chris

Active

Start Date	End Date
12/30/2022	N/A

Showing 1 to 1 of 0 records

Create Schedule

ROCK, CHRIS

Facility Myezcare Adult Day Center

Patient Payor Aetna Better Health of New York

Service Adult Day Care

Billing/Prior Authorization 158989898

Create Schedule

Patient Hold

Are you sure you want to put this patient on hold for selected dates? This action will delete Patient's Visits for selected dates.

Start Date\* mm/dd/yy





















End Date mm/dd/yy

Hold Reason\* Hold Reason

Cancel Save

Visit Frequency

End Date 12/31/2023

Start Time	End Time	
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 
08:00 AM	12:00 PM	 

Patient On Hold + Patient Hold

New ☒ Legacy

Schedule Now

The user can see days on the screen for which the patient is on hold.

Myezcare Adult Day Center

**Patient Payor**

Aetna Better Health of New York

**Service**

Adult Day Care

**Billing/Prior Authorization**

158989898















Create Schedule

Start Date

01/01



End Date

12/31/2023

	Day	Start Time	End Time	
<input type="checkbox"/>	Sunday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Monday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Tuesday	08:00 AM	12:00 PM	 
<input checked="" type="checkbox"/>	Wednesday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Thursday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Friday	08:00 AM	12:00 PM	 
<input type="checkbox"/>	Saturday	08:00 AM	12:00 PM	 

Patient On Hold

+ Patient Hold

#	Start Date	End Date	
1	12/20/2023	12/20/2023	 

## Delete Schedule

[Client >> Schedule](#)

Click the Delete button before Schedule Now option to Delete the schedules for the patient.

Patient  
Details

Documents

Billing/Prior  
Authorization

Care Plan

Calendar

Block  
Employees

Internal  
Messaging

Notes

Tasks Mapping Patient Schedule

Rock, Chris



+ Add Patient Schedule

New ☒ Legacy

Active

Start Date	End Date	Service	Authorization	Information	Action
12/30/2022	N/A	Adult Day Care		Mon, Wed, Fri, Sun, Tue, Thu, Sat	

Showing 1 to 1 of 0 records

The Deleted schedules can be viewed under Deleted option on the screen.

Patient  
Details

Documents

Billing/Prior  
Authorization

Care Plan

Calendar

Block  
Employees

Internal  
Messaging

Notes

Tasks Mapping Patient Schedule

Rock, Chris



+ Add Patient Schedule

New ☒ Legacy

Delete

Start Date	End Date	Service	Authorization	Information	Action
12/30/2022	12/16/2023	Adult Day Care		Mon, Wed, Fri, Sun, Tue, Thu, Sat	

Showing 1 to 1 of 0 records

The user can also Activate the Deleted schedules by using the option Active.

- Patient Details
- Documents
- Billing/Prior Authorization
- Care Plan
- Calendar
- Block Employees
- Internal Messaging
- Notes

Tasks Mapping Patient Schedule

Rock, Chris



+ Add Patient Schedule

New ☒ Legacy

Delete

Start Date	End Date	Service	Authorization	Information	Action
12/30/2022	12/16/2023	Adult Day Care		Mon, Wed, Fri, Sun, Tue, Thu, Sat	Active

Showing 1 to 1 of 0 records

Revision #6  
Created 8 November 2023 17:11:55 by Thamarai  
Updated 16 December 2023 19:31:28 by Thamarai