

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.

TIMESHEET 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 Payor Service Authorization Start Date End Date Search Reset

Jason Borne Payor Service Select 09/05/2023 11/16/2023

<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.

TIMESHEET 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 Payor Service Authorization Start Date End Date Search Reset

Jason Borne Payor Service Select 09/05/2023 11/16/2023

<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 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

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

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	Payer	Service	Authorization	Start Date	End Date	Search	Reset		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"/>	Brown Hernandez	Payor	Service	10/24/2023	10/28/2023				Brown Hernandez	Atena	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action
<input checked="" type="checkbox"/>	irtaza waris	Payor	Service	10/24/2023	10/24/2023				Brown Hernandez	Atena	Personal Care	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	18:56:00	504.006	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 08/09/2022 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

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 08/09/2022 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

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

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