

# 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

	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 Audt 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

	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 Audt 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.

TIME SHEET

Refresh

Active

Status

Service Type

Open Missing Timesheets

Census

Billed0

Not billed1

Paid0

Denied0

Invalid visits0

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	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input checked="" type="checkbox"/>	<div><div></div><div>Myezcare Audt Day Center</div></div>	Jason Borne	<div>Aetna Better Health of New York</div> <div>Not Billed</div>	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

Billed0

Not billed1

Paid0

Denied0

Invalid visits0

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"/>	<div><div></div><div>Myezcare Audt Day Center</div></div>	Jason Borne	<div>Aetna Better Health of New York</div> <div>Not Billed</div>	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

HHA/PCA NameNA/irtaza waris

Authorization Code254874587

Patient / Client NameBrown Hernandez

ServicePersonal Care

View Authorization Details

Beneficiary ID #P-002

Payor / InsuranceAtena

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

TaskConclusionDeviationAdd 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
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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.

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	<a href="#">View Authorization Details</a>		<a href="#">Edit</a>	

**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](#)

**APPROVED**

Task	Conclusion	Deviation	<a href="#">Add Task</a>	
Task	Time	Action		
Meal Preparation	00:10 hrs	<a href="#">✎</a> <a href="#">✖</a>		
Personal Hygiene	00:10 hrs	<a href="#">✎</a> <a href="#">✖</a>		
Laundry	00:10 hrs	<a href="#">✎</a> <a href="#">✖</a>		

**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.

TIME SHEET [Refresh](#) [Active](#) [Status](#) [Service Type](#) [Open Missing Timesheets](#) [Census](#)

Billed 0 Not billed 2 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type ▼

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

Client Brown Hernandez Payor Payor Service Service Authorization Select Start Date 10/24/2023 End Date 10/28/2023 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	Atena <u>Not Billed</u>	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	Atena <u>Not Billed</u>	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	16:56:00	504.596	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 Payor Service Authorization Start Date End Date Search Reset
Jason Borne Payor Service Select 08/09/202 11/10/2023

<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				Delete Print TimeSheet Edit TimeSheet 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				

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

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 08/09/202 11/10/2023

<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			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

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	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	<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

# 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



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Revision #7

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