Scheduling

Scheduling in home healthcare refers to the process of planning and organizing the delivery of healthcare services to patients in their own homes. This involves creating a structured timetable for healthcare professionals, such as nurses, therapists, and caregivers, to visit patients and provide the necessary medical, or supportive care.

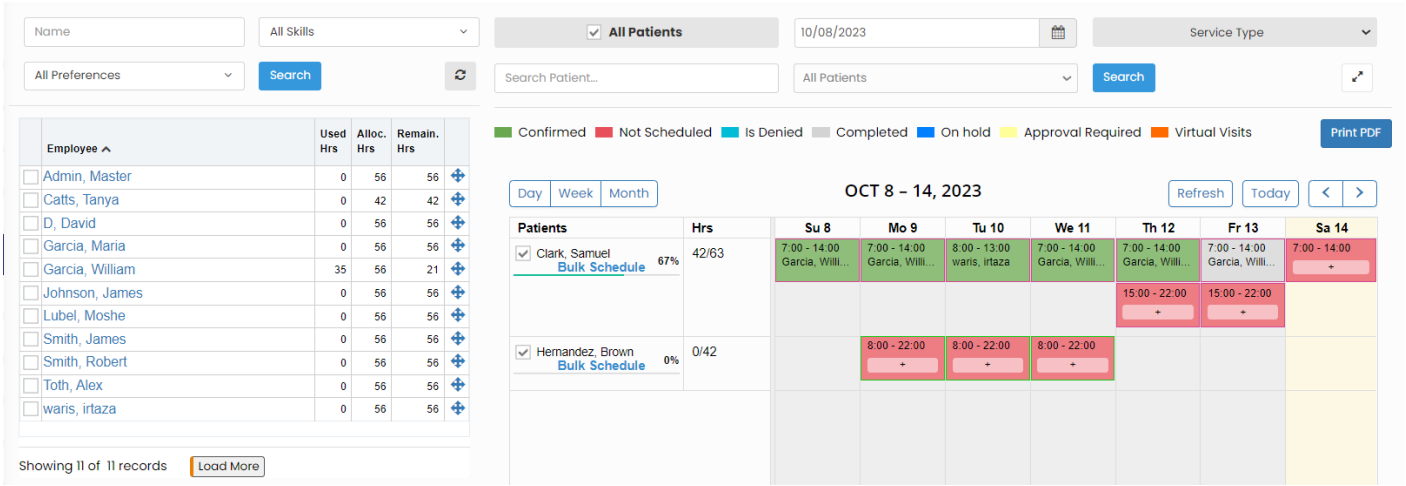
- Calendar
- Nurse Calendar
- Schedule Log
- Aggregator Log, Pending Schedules and Virtual Visit

Calendar

A scheduling calendar is used to manage and coordinate appointments, visits, and care plans for patients in their homes. A scheduling calendar typically displays dates in a monthly or weekly grid format, with each day divided into time slots. This makes it easy to view and plan activities over a specific time frame.

> **Scheduling Tab >> Calendar**

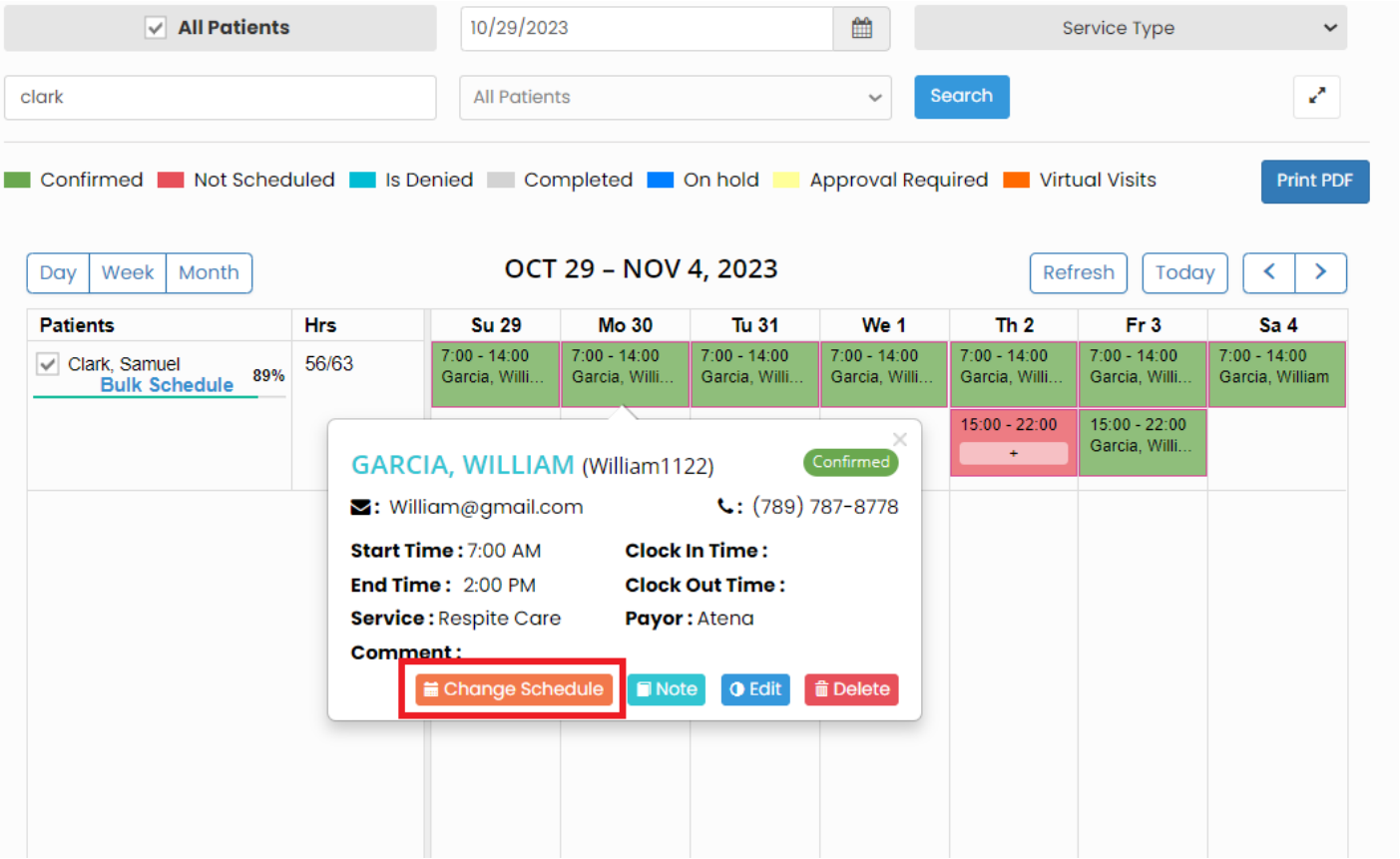
The user can view the schedules of all the patients in this calendar.



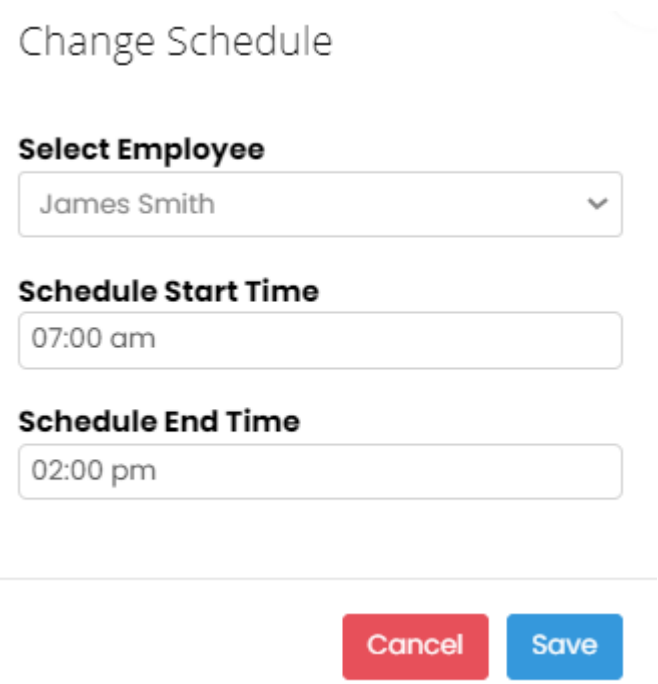
The color in the calendar represents whether the schedules has been completed, confirmed, not scheduled, etc., as per the color indicator above the calendar on the screen.

Change Schedule

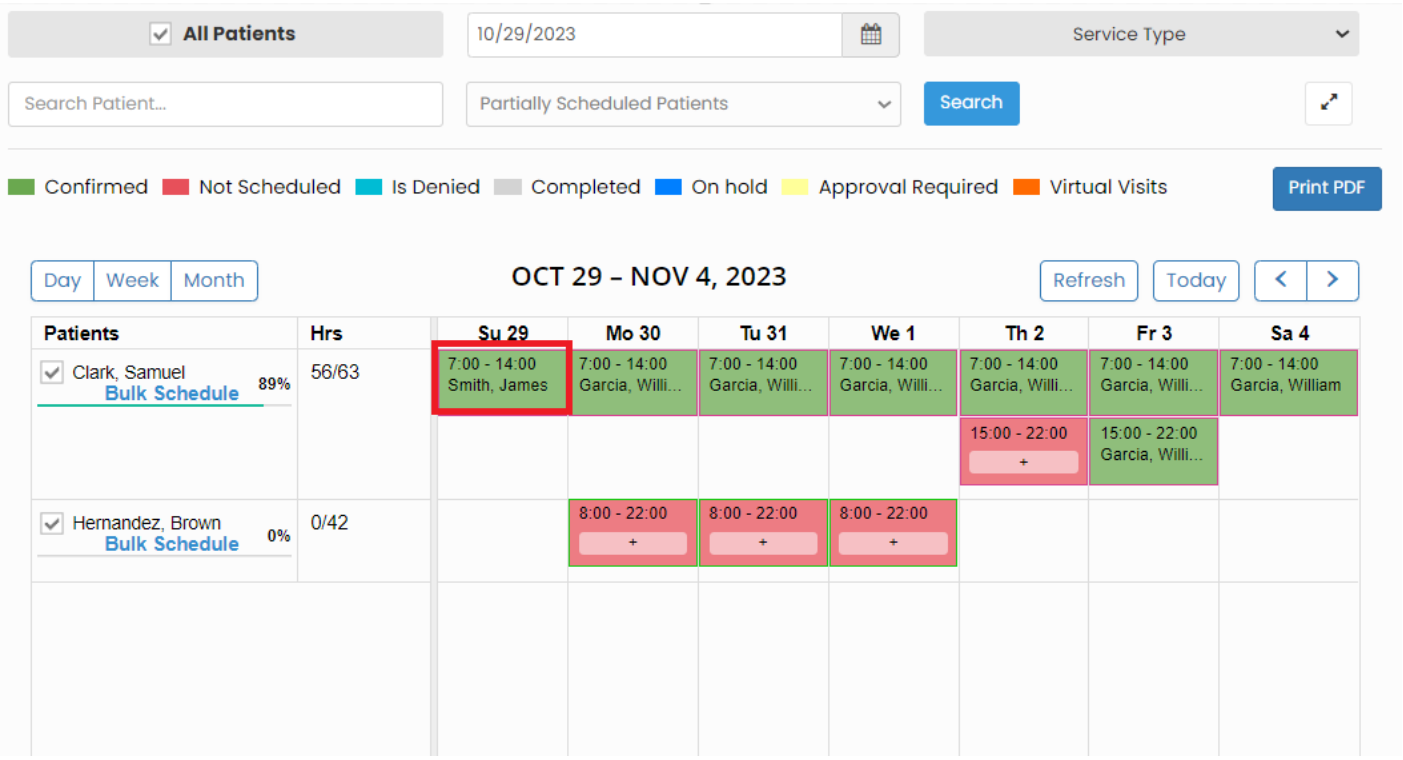
For changing the schedules for any particular day, the user can click on the schedule time, the following screen appears, Click Change Schedule option.



Now, change the Employee name and the scheduled time if required and click Save option.



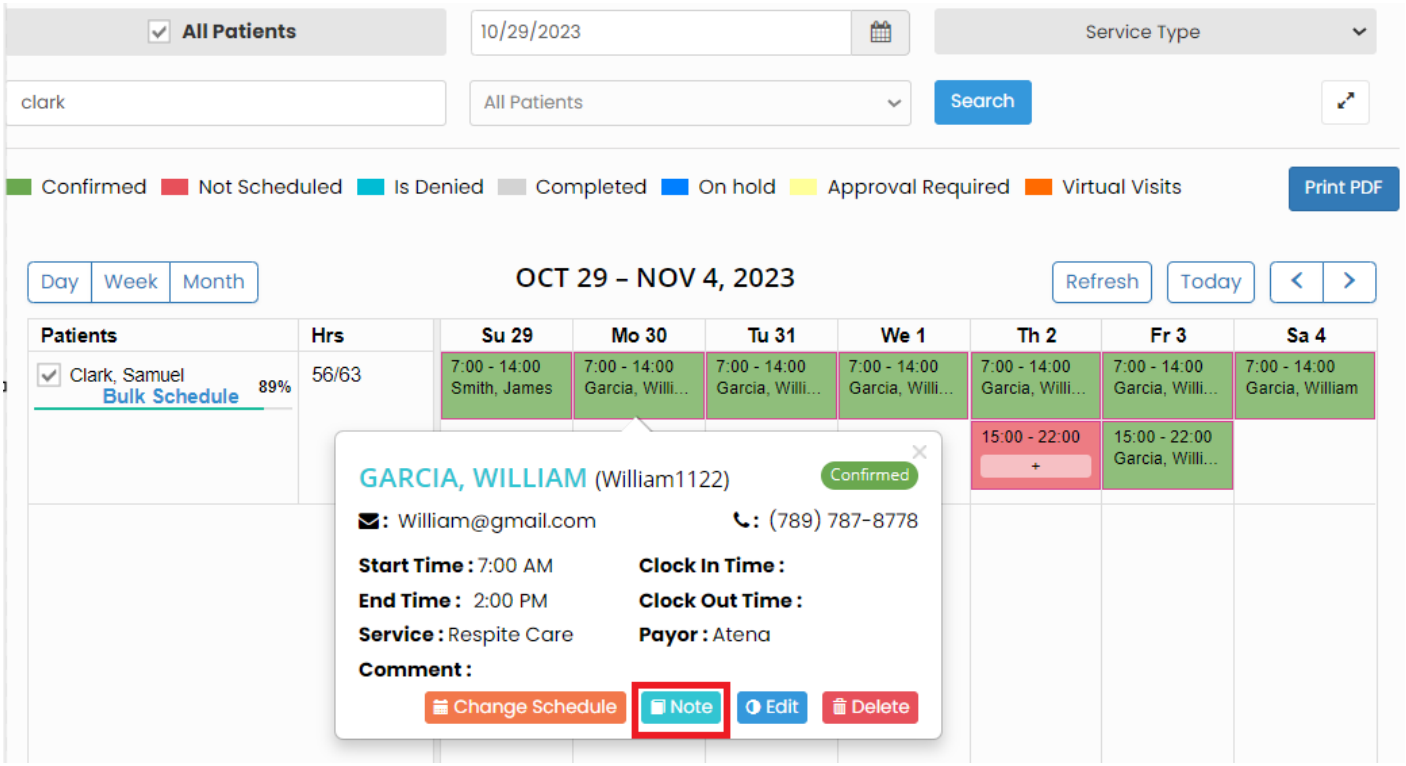
The selected Employee is now scheduled with the patient for the particular day and notification will be sent to the Employee.



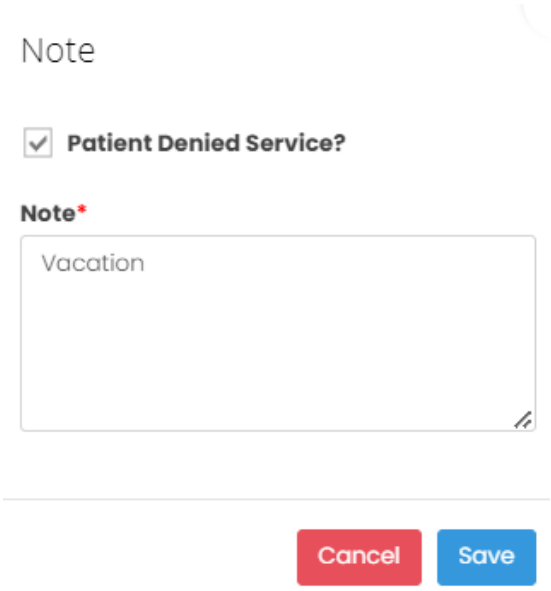
Patient Denied Service

> **Scheduling Tab >> Calendar**

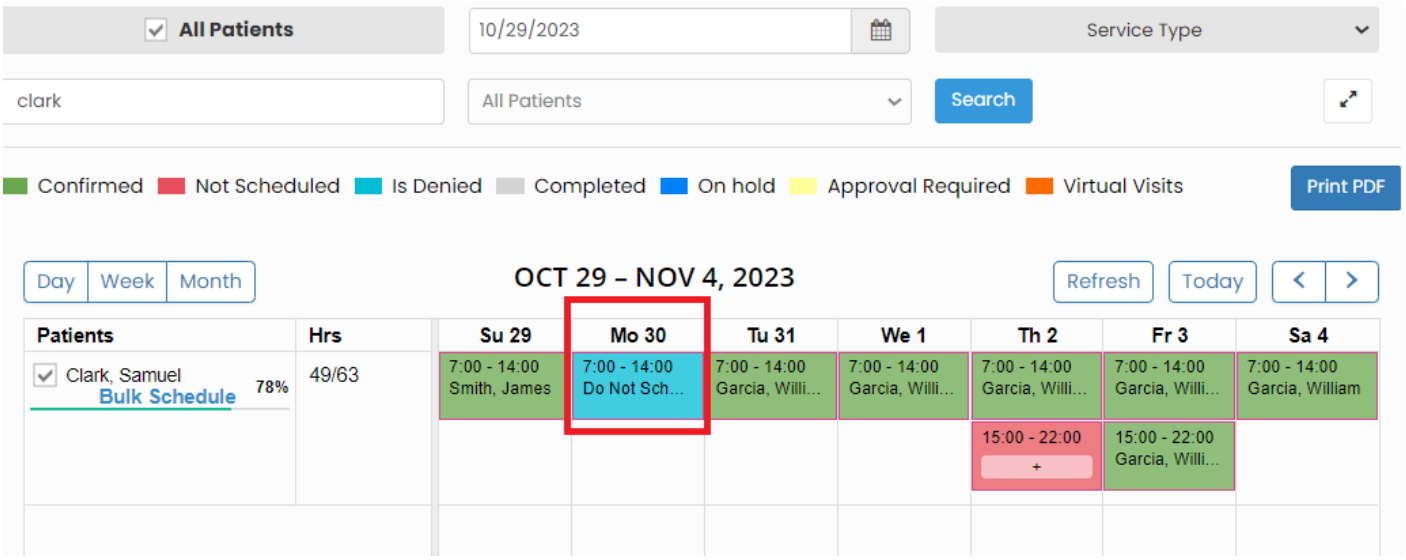
The patient denied service can be updated in the Scheduling calendar by simply clicking on the schedules of the day. The following screen appears, click Note option.



Now, click on the check box and update the Note for the denied service and click save option.



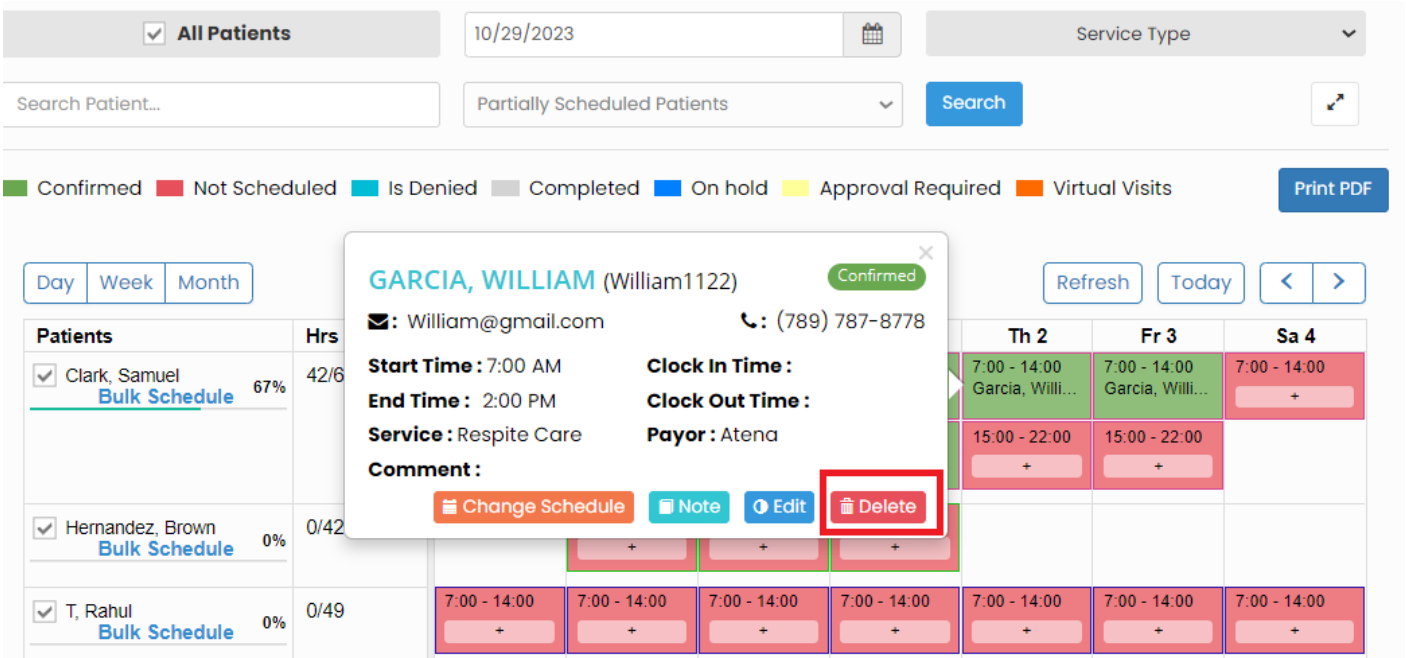
The patient denied service details has been updated in the Scheduling calendar and we can view the details as Do not Schedule on the particular day.



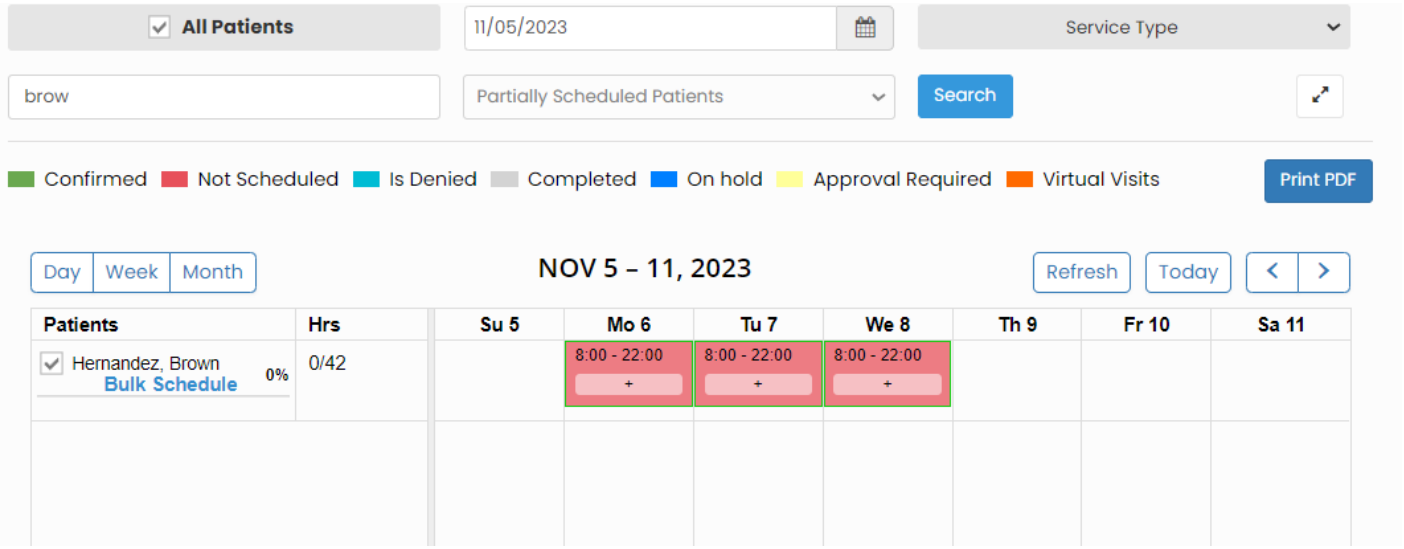
Delete Schedule

Scheduling Tab >> Calendar

The Schedules for a particular day can be deleted in the system. Click on the schedule, the following screen appears, click Delete option.



The schedule with the employee gets deleted from the Timeslot and we can reassign the schedules to different employee in the system.


All Patients
11/05/2023
Service Type
brow
Partially Scheduled Patients
Search
Confirmed
Not Scheduled
Is Denied
Completed
On hold
Approval Required
Virtual Visits
Print PDF
Day
Week
Month
NOV 5 – 11, 2023
Refresh
Today
Patients
Hrs
Su 5
Mo 6
Tu 7
We 8
Th 9
Fr 10
Sa 11
Hernandez, Brown
0%
Bulk Schedule
0/42
8:00 - 22:00
8:00 - 22:00
8:00 - 22:00

Nurse Calendar

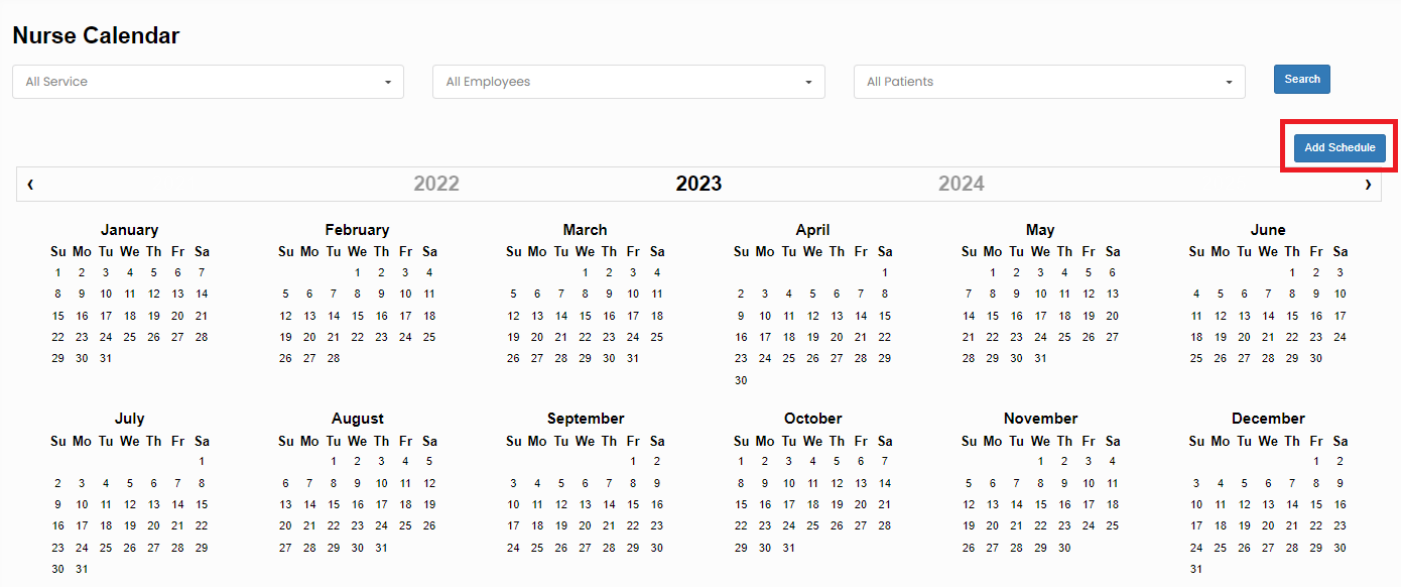
A nurse calendar is a tool for managing the schedules of home care nurses. It helps to coordinate patient visits, track medication schedules, and plan caregiver shifts. This calendar ensures timely and personalized care for patients in the comfort of their homes while optimizing nurse staffing.

> Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

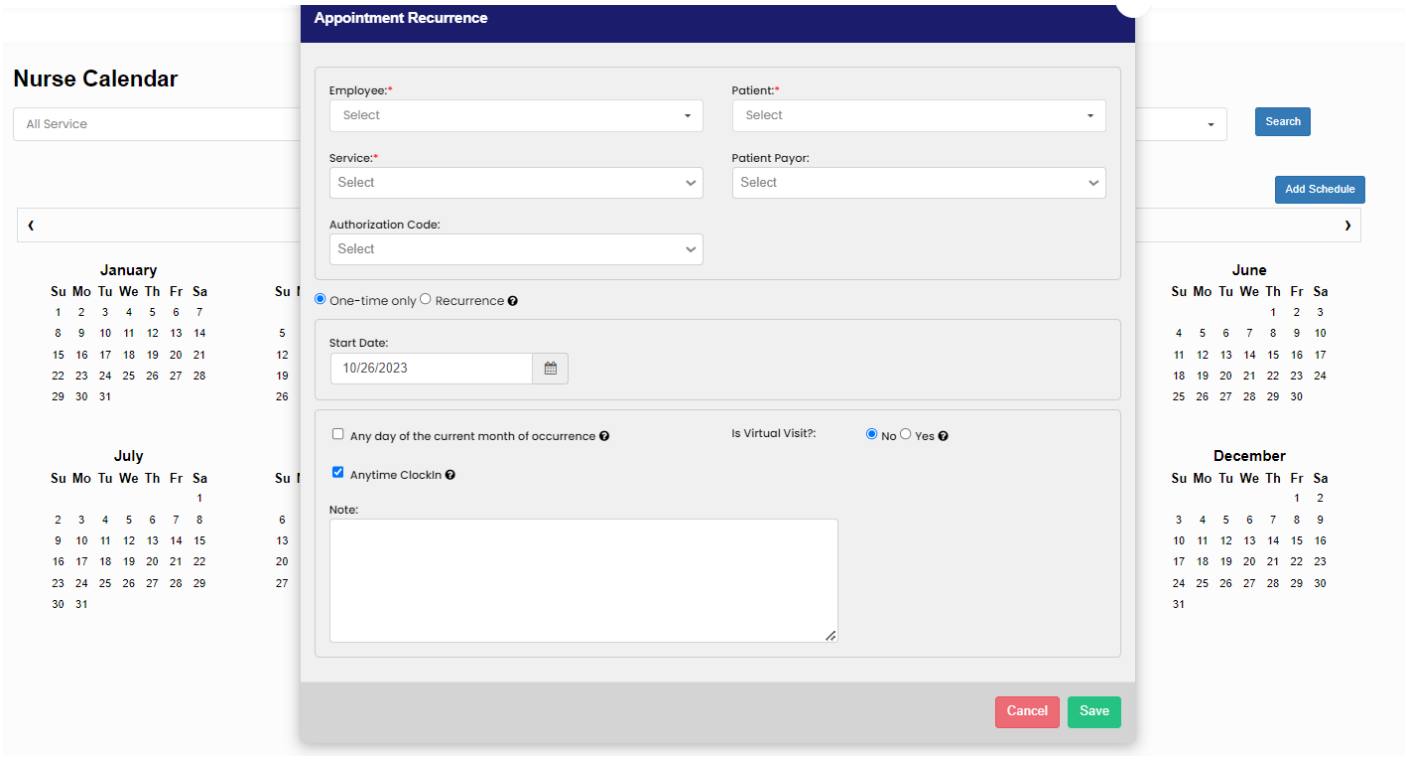
Adding Nurse Schedule

> **Scheduling >> Nurse Calendar**

Click Add Schedule option to update the schedule for the Nurse on the calendar.



Now the following screen appears, update the required information and click Save option. The details of the Visit will be updated in the Nurse calendar.


Nurse Calendar
All Service
Search
Add Schedule
January
June
July
December
Appointment Recurrence
Employee:*
Select
Patient:*
Select
Service:*
Select
Patient Payor:
Select
Authorization Code:
Select
One-time only
Recurrence
Start Date:
10/26/2023
Any day of the current month of occurrence
Is Virtual Visit?:
No
Yes
Anytime ClockIn
Note:
Cancel
Save

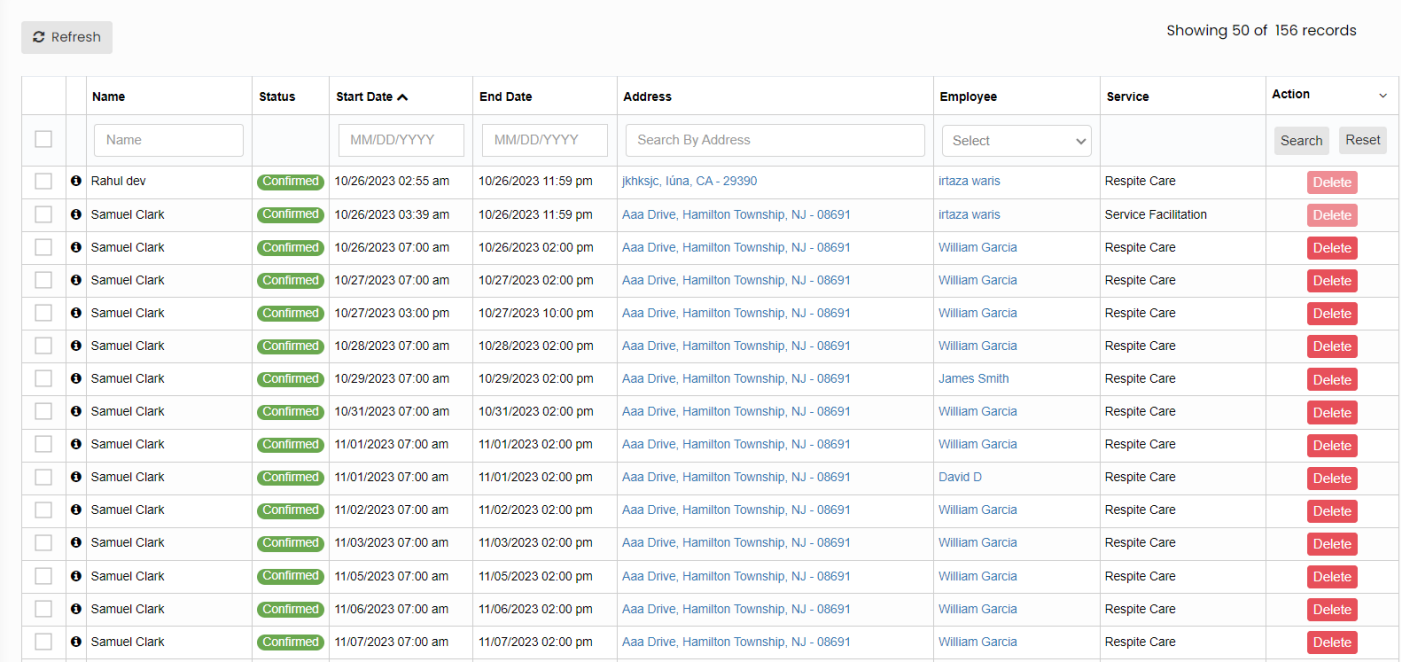
Schedule Log

A Schedule Log is a structured record keeping system that tracks confirmed schedules of the patient. It includes patient details, care type, caregiver details and the dates of confirmed schedules.

View Confirmed Schedule

> **Scheduling >> Schedule Log**

The user can view the list of confirmed schedules of the patients in the system.



Delete Schedule

> **Scheduling >> Schedule Log**

To delete the schedules in the Schedule Log, click on checkbox of the schedules and click Delete option.

Refresh | Delete

Showing 50 of 156 records

		Name	Status	Start Date	End Date	Address	Employee	Service	Action
☐		Name		MM/DD/YYYY	MM/DD/YYYY	Search By Address	Select		Search Reset
☐	ℹ	Rahul dev	Confirmed	10/26/2023 02:55 am	10/26/2023 11:59 pm	jkhksjc, Iúna, CA - 29390	irtaza waris	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	10/26/2023 03:39 am	10/26/2023 11:59 pm	Aaa Drive, Hamilton Township, NJ - 08691	irtaza waris	Service Facilitation	Delete
☐	ℹ	Samuel Clark	Confirmed	10/26/2023 07:00 am	10/26/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	10/27/2023 07:00 am	10/27/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	10/27/2023 03:00 pm	10/27/2023 10:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☑	ℹ	Samuel Clark	Confirmed	10/28/2023 07:00 am	10/28/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☑	ℹ	Samuel Clark	Confirmed	10/29/2023 07:00 am	10/29/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	James Smith	Respite Care	Delete
☑	ℹ	Samuel Clark	Confirmed	10/31/2023 07:00 am	10/31/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☑	ℹ	Samuel Clark	Confirmed	11/01/2023 07:00 am	11/01/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	11/01/2023 07:00 am	11/01/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	David D	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	11/02/2023 07:00 am	11/02/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	11/03/2023 07:00 am	11/03/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete
☐	ℹ	Samuel Clark	Confirmed	11/05/2023 07:00 am	11/05/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	Delete

Aggregator Log, Pending Schedules and Virtual Visit

- An Aggregator log is a centralized data that collects and consolidates information from various sources, including healthcare records. It facilitates real-time monitoring, data analysis, and secure storage, helping healthcare providers make informed decisions and manage patient care effectively.
- Pending schedules refer to planned patient visits and tasks waiting for completion. Proper management of these schedules is crucial for ensuring timely and effective care for patients in their homes.
- A virtual visit is a remote healthcare consultation using digital technology, like video conferencing. It allows professionals to assess, consult, and educate patients in their homes. Virtual visits enhance accessibility and reduce the need for in-person appointments, benefiting those with mobility constraints or remote locations.

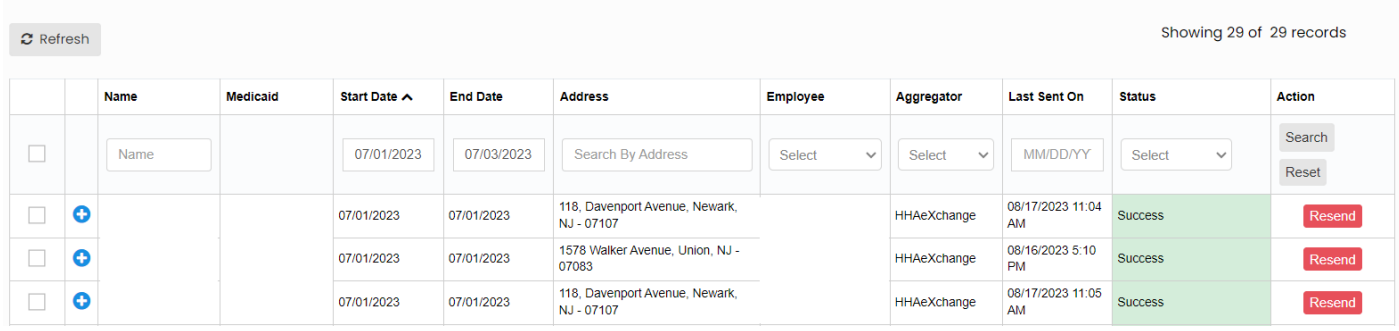
Aggregator Log

> **Scheduling >> Aggregator Logs**

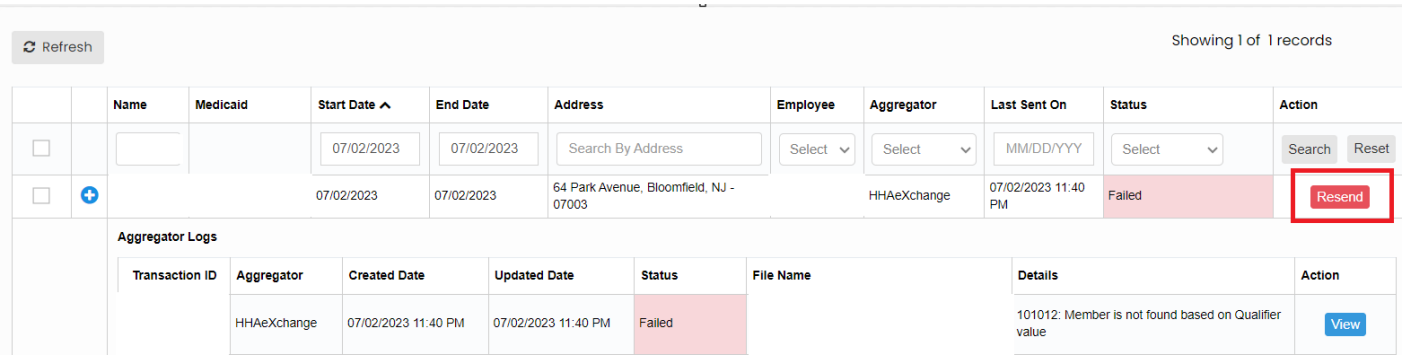
To view the Visit Status, enter the Patient name, Start Date, End Date and the Aggregator Name in the system and click search option.



The following screen appears, and we can view the status of the Visits.



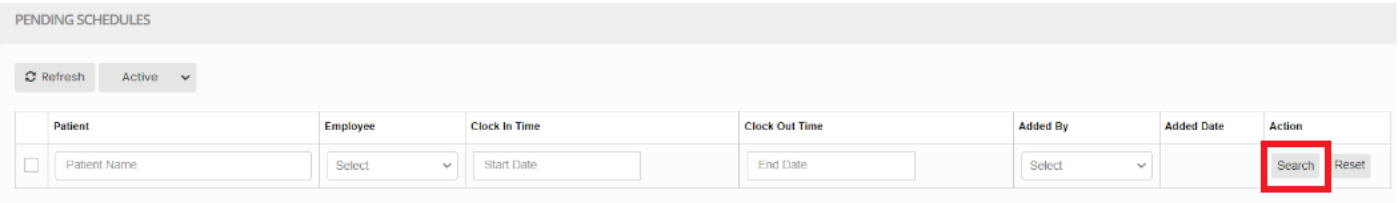
If the Status of the Visit is failed, then check for the reason and make necessary correction in the system and Resend the claims.



Pending Schedules

> **Scheduling >> Pending Schedules**

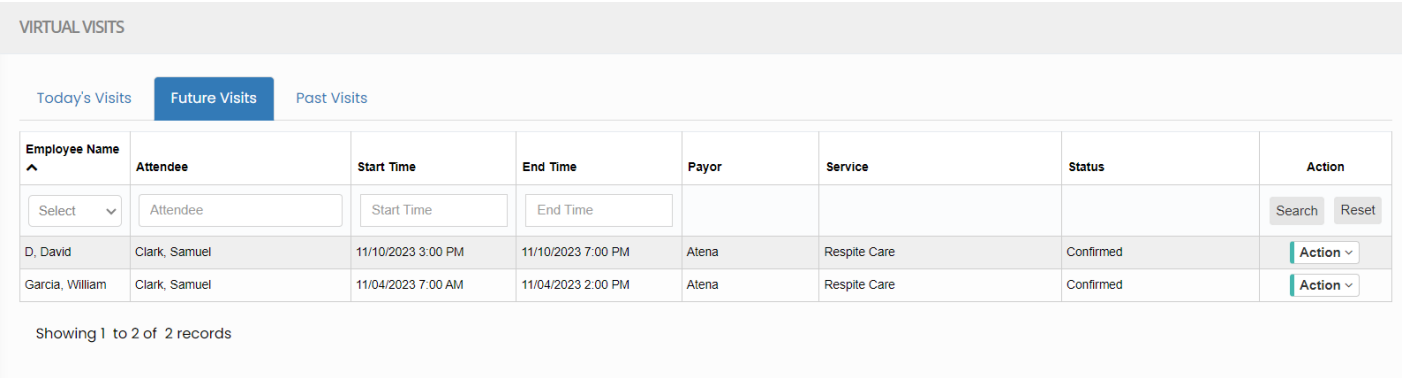
To view the pending schedules, enter the patient name, employee name and click Search option.



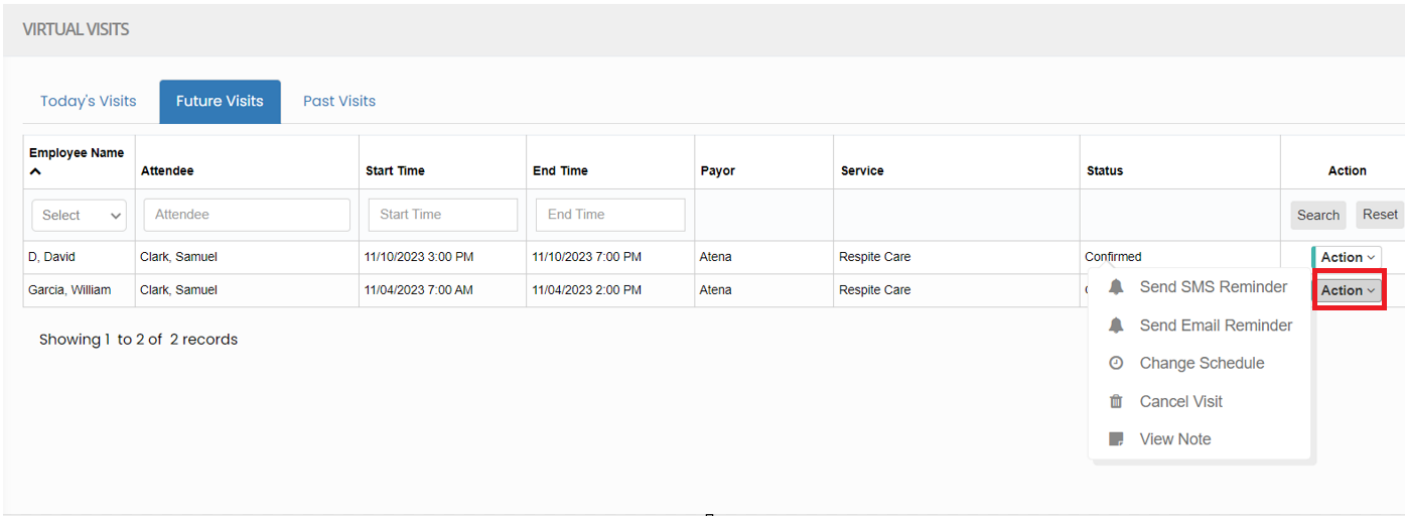
View Virtual Visits

> **Scheduling >> Virtual Visits**

The user can view the Future Visits, Past Visits and Today's Virtual Visit of the patient in the system.



Click Action on the right side of screen. The list of Action will appear to Send SMS Reminder, Send Email Reminder, Change Schedule, Cancel Visit and View Note.



Click Change Schedule option to change the Employee for the Virtual Visit. Select the Employee from list and update the Start time and End time of the schedule and Click Save option.

To Delete the Virtual visit of the patient select the option Cancel Visit under Action.

