# 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.,

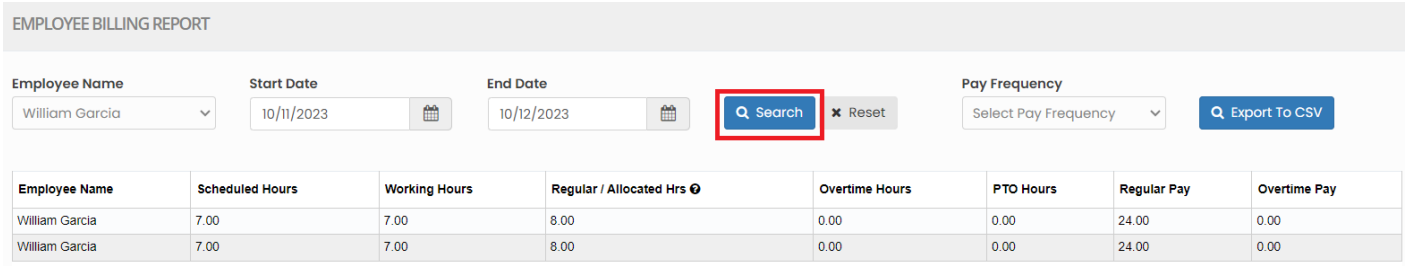
- Employee Billing Report
- Visit Report
- Bulk Timesheet
- Activity Log

# Employee Billing Report

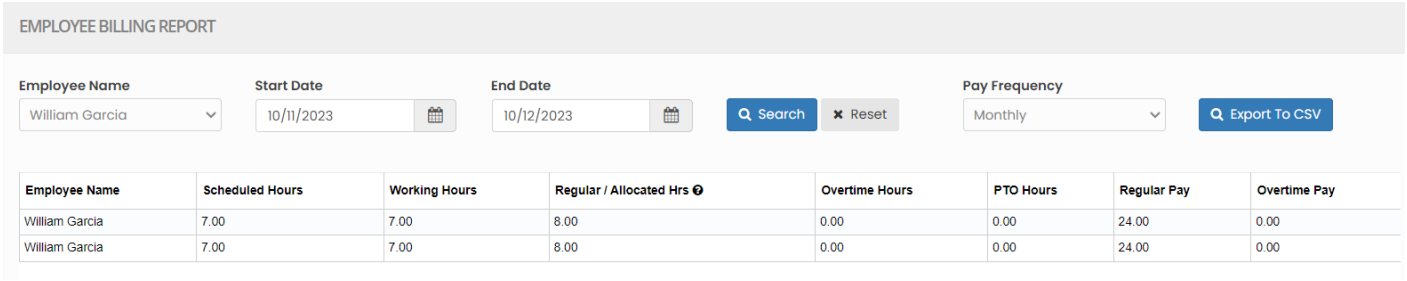
Employee billing hours refer to the number of hours worked by caregivers providing services to patients in their homes. These hours are vital for calculating employee compensation, compliance with labor laws, and accurate documentation of care, ensuring proper reimbursement and quality patient care.

> **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.




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.

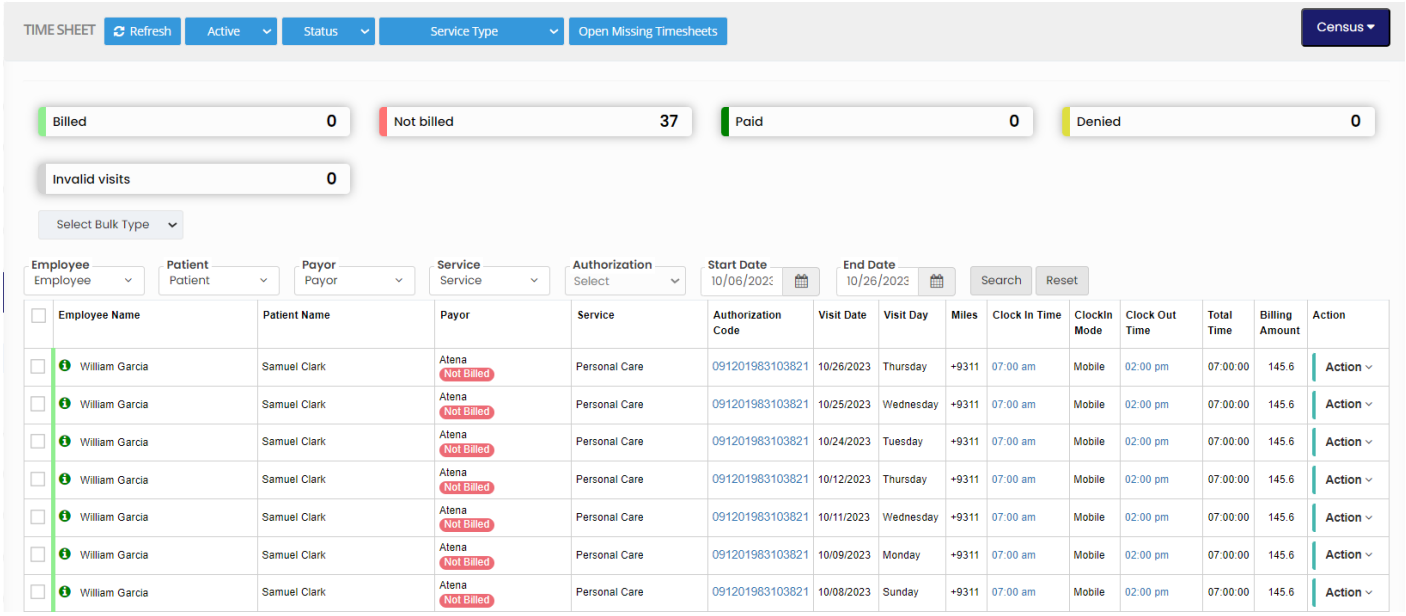


# Visit Report

A  Visit Report is a digital record summarizing a caregiver's visit to a patient's home. It includes essential data such as date, time, tasks performed, patient information, payor information and billed amount for the Visit.

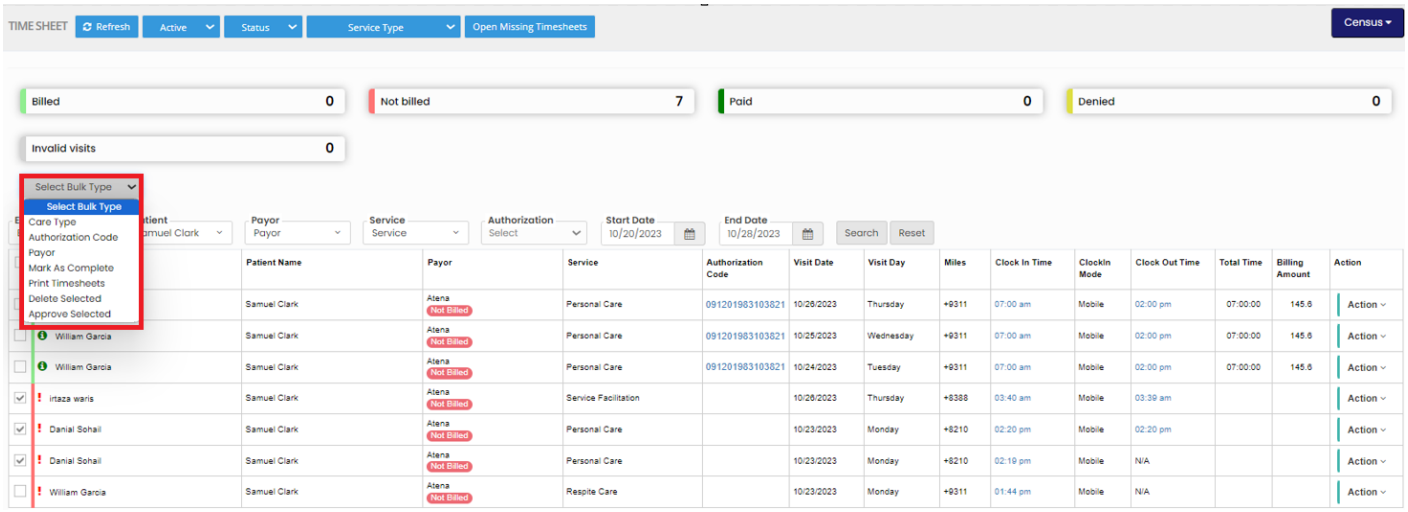
> **Scheduling >> Visit Report**

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.

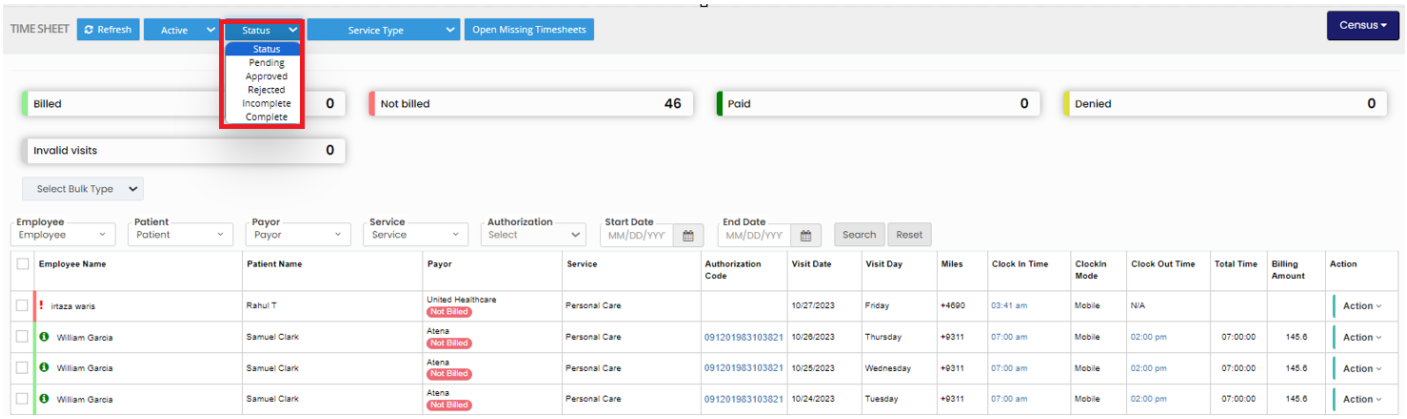



# Bulk Update Timesheet

The user can Bulk update the Care Type, Authorization code and Payor of the patient using the option Select Bulk Type.



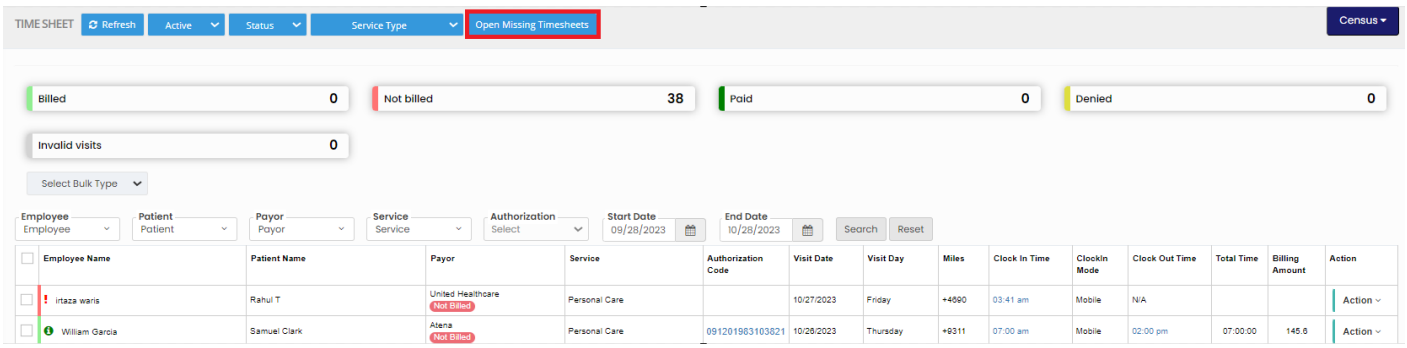

The Timesheet can also be filtered by the Status of the Visits like Pending, Approved, Rejected, Complete and Incomplete by using the option Status.



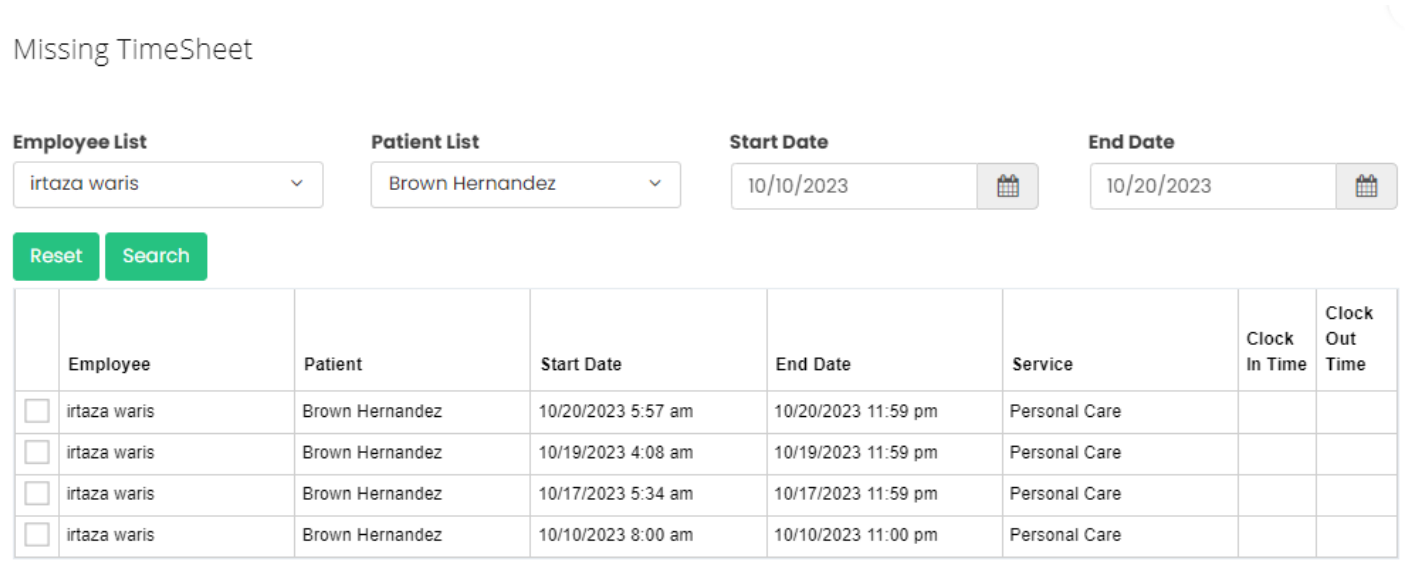

# Open Missing Timesheet

> **Scheduling >> Visit Report**

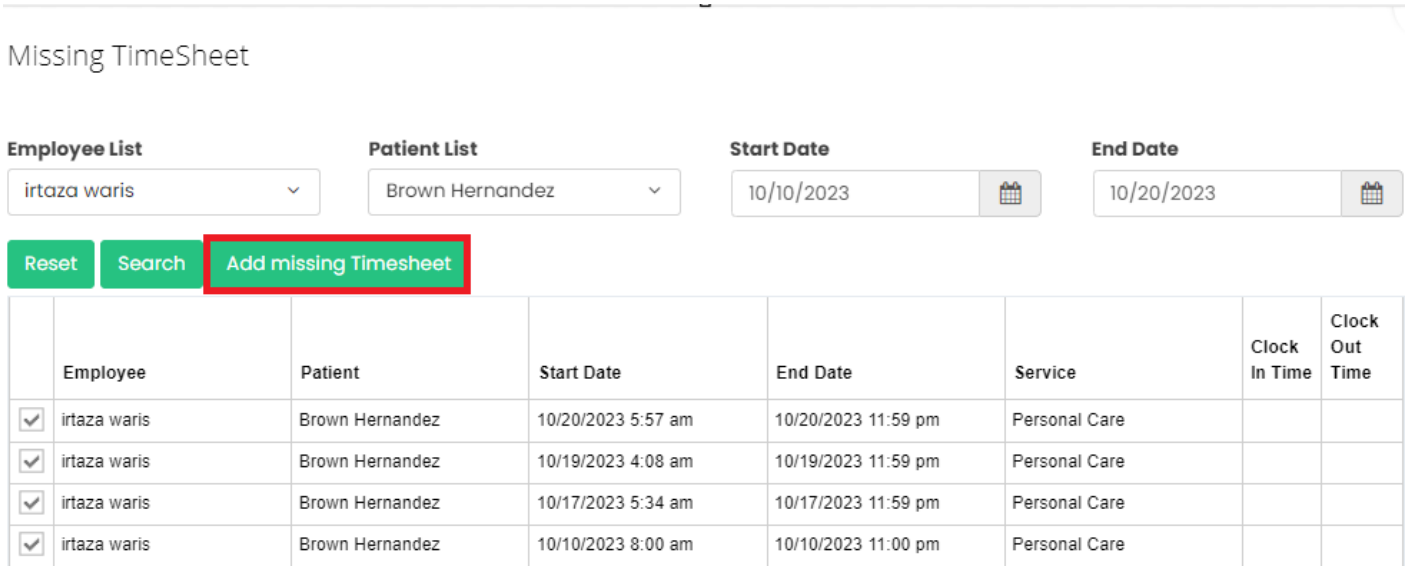
The Missing Timesheet for the Visits can be added to the Timesheet by using the option Open Missing Timesheet option.



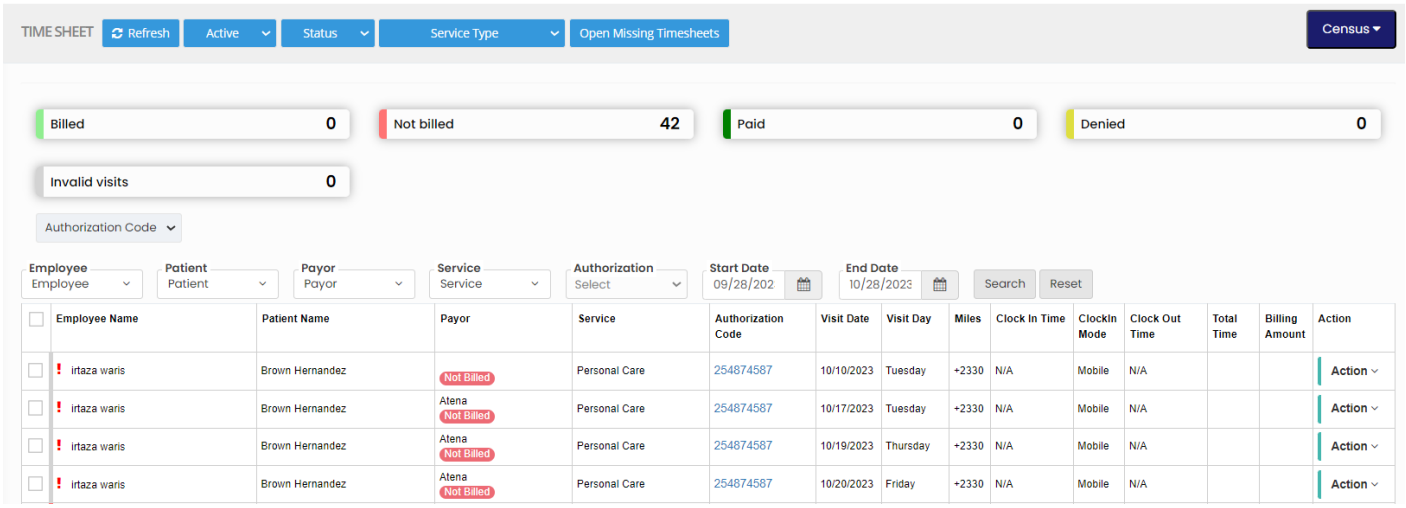

The following popup appears, update the Employee Name, Patient Name, Start Date, End Date and Click Search option. The list of missing Timesheet appears.




Now, check the check box of the Timesheet and click Add Missing Timesheet option.



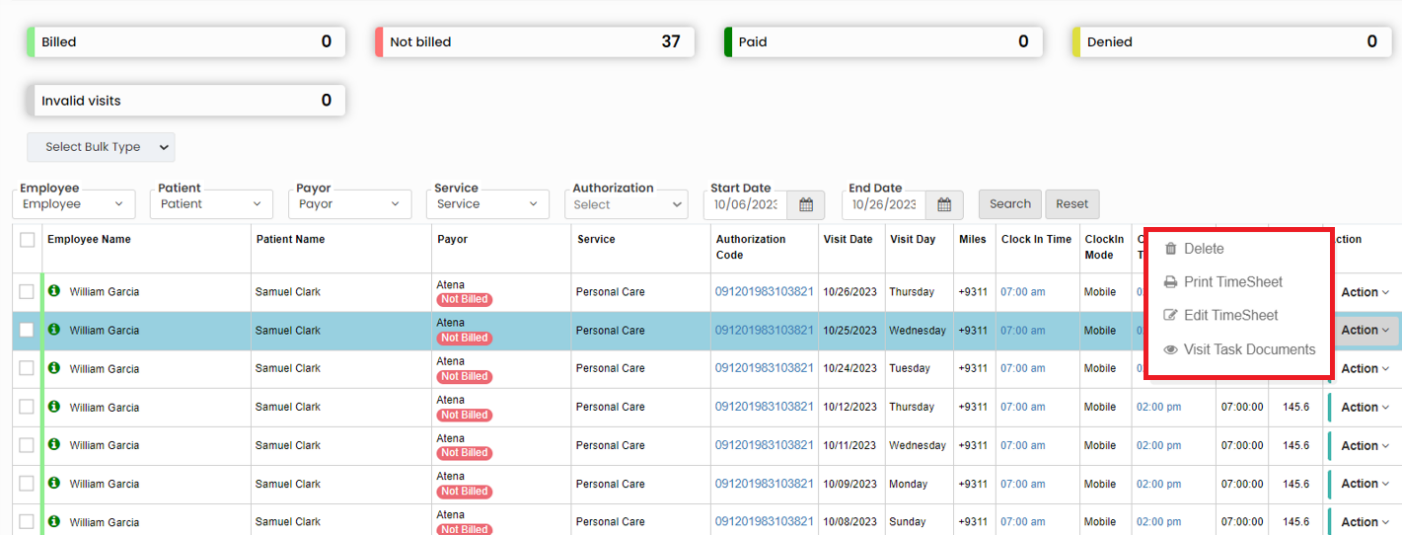

The Timesheet gets added in the List of Timesheet and we can edit the Timesheet with the required information.



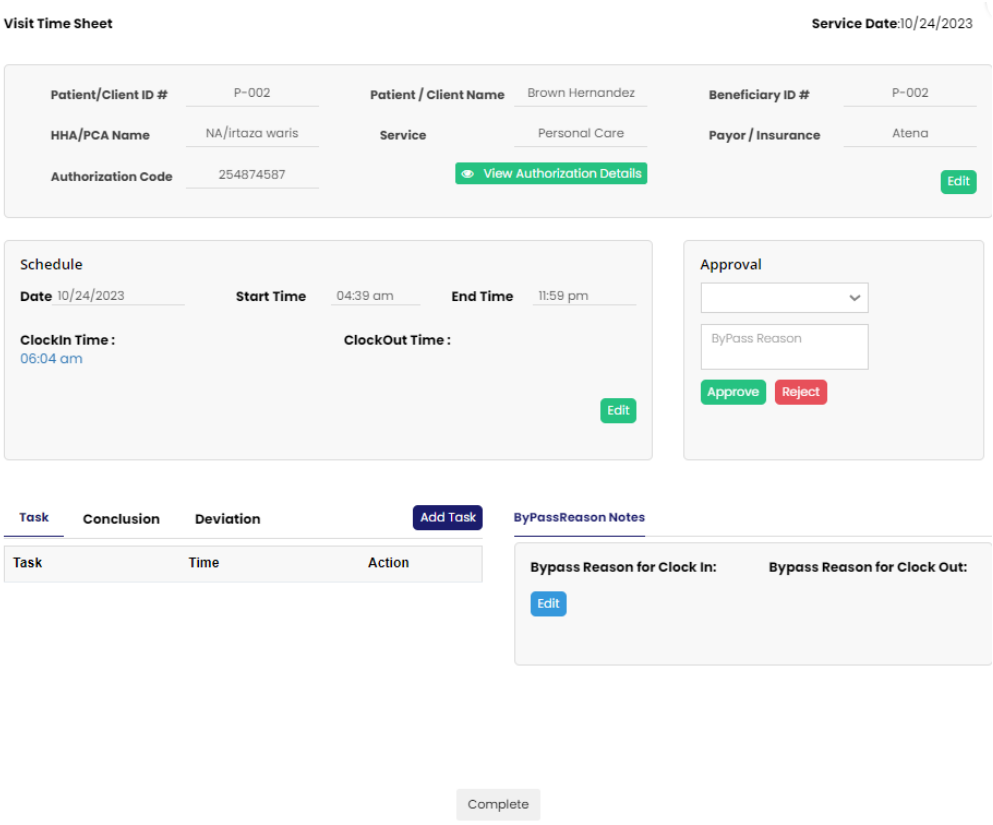
# Edit Timesheet

**Scheduling >> Visit Report**

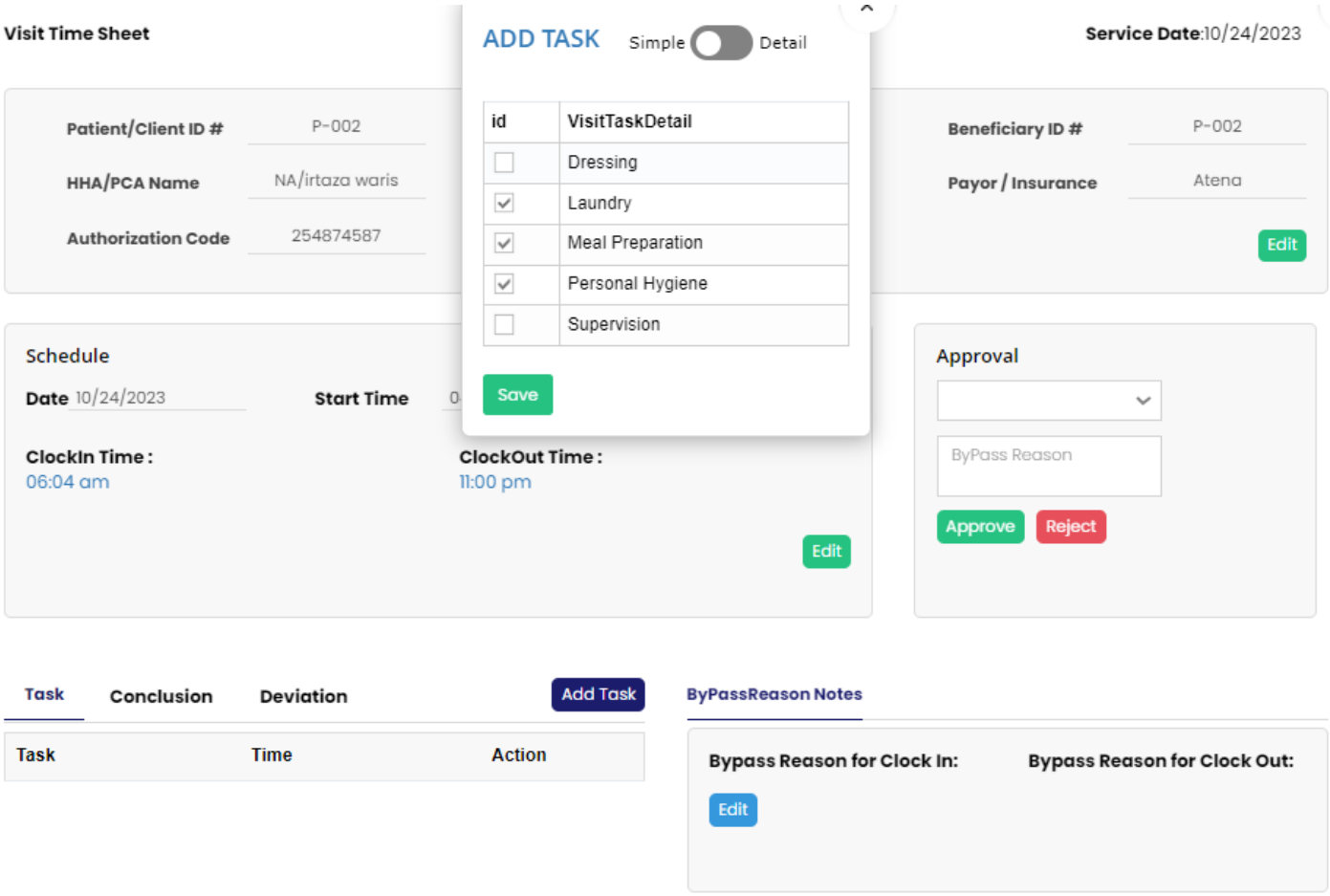
Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Edit Timesheet option to change the information in the Visit Report.



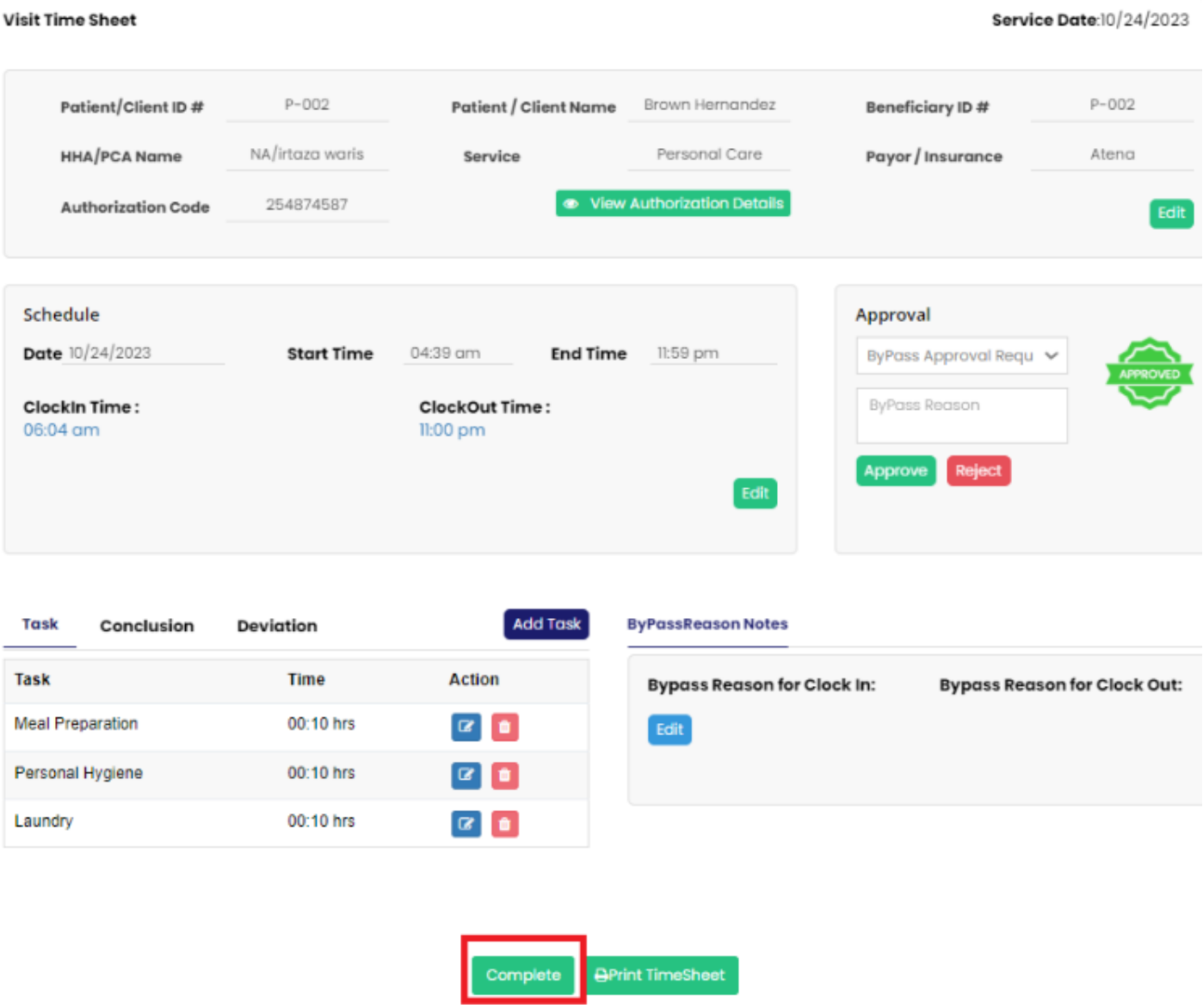

The following screen appears, click Edit option and update the required information.



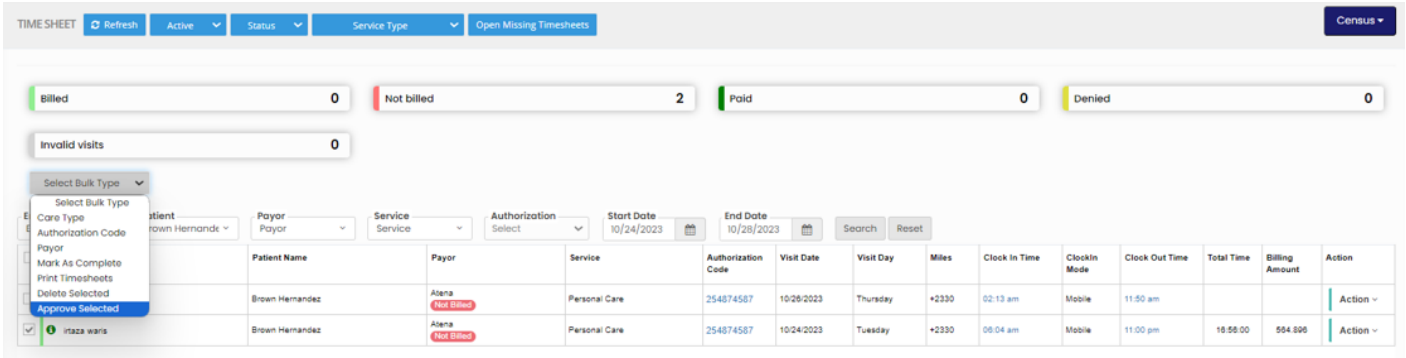

Click Add Task option and check the Visit Task Details from the list and click Save option.



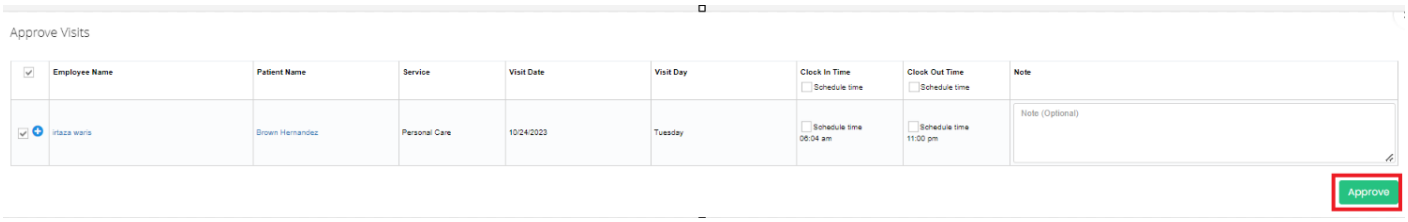

After updating the required details click the option Complete at the bottom of the Timesheet.




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.



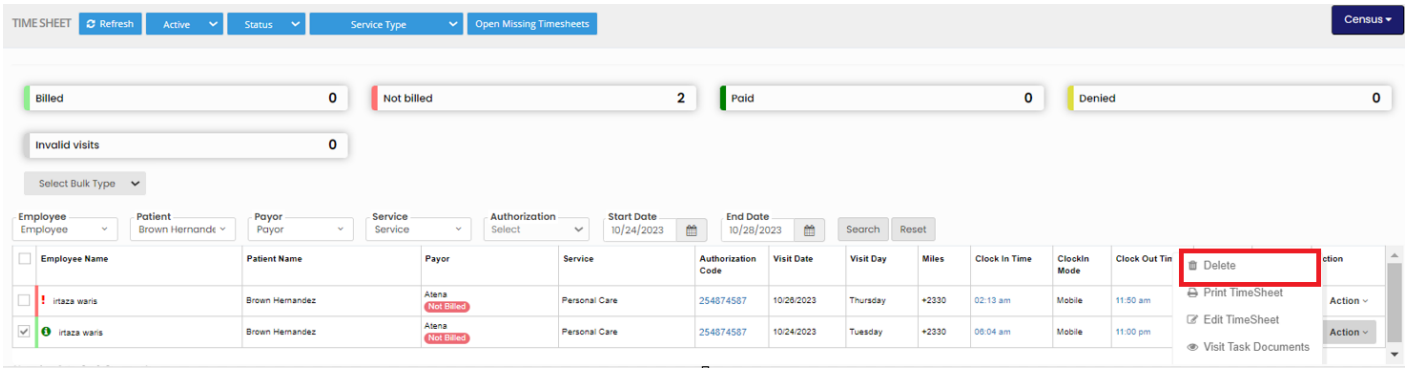

The following screen appears, click Approve option to Approve the Visits.



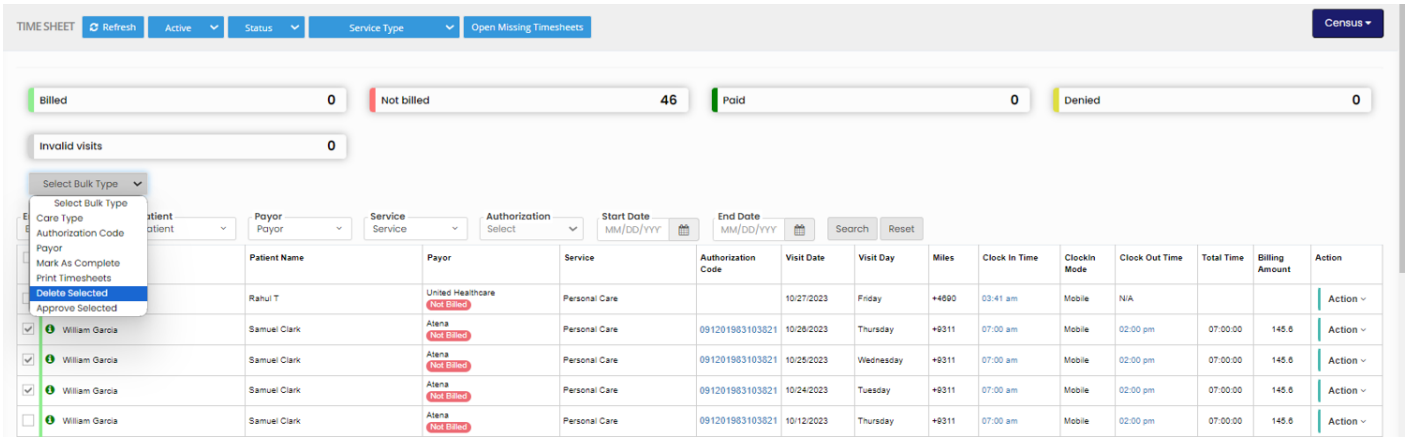

# Delete Timesheet

> **Scheduling >> Visit Report**

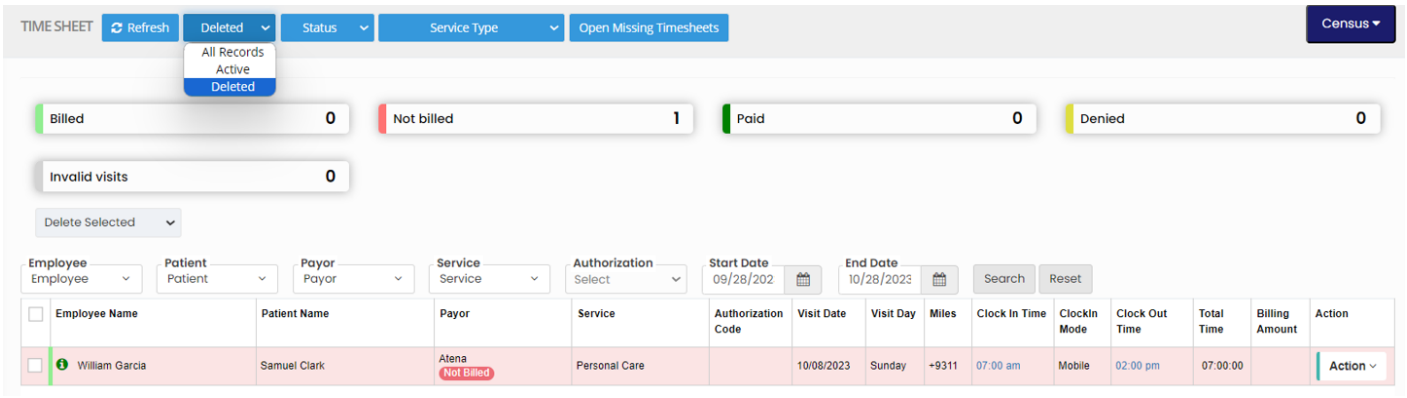
Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Delete option.




For deleting Bulk Timesheet, select the Timesheet using the checkbox and click Select Bulk Type. The list of option appears, click Delete Selection option.



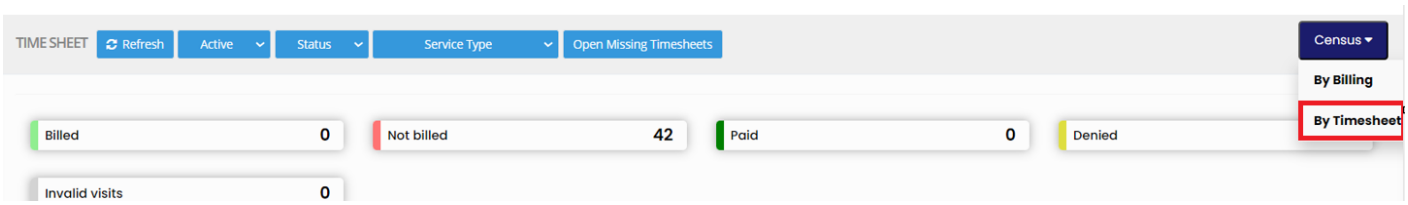

The deleted Timesheet can be viewed under the Deleted Timesheet list.



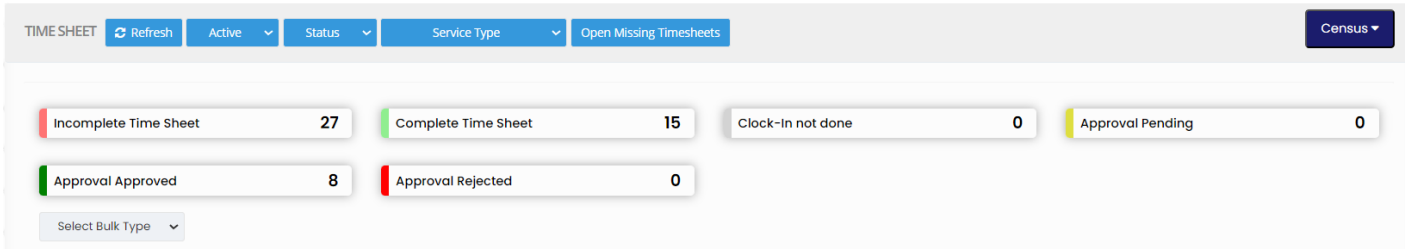

# Census Option

> **Scheduling >> Visit Report**

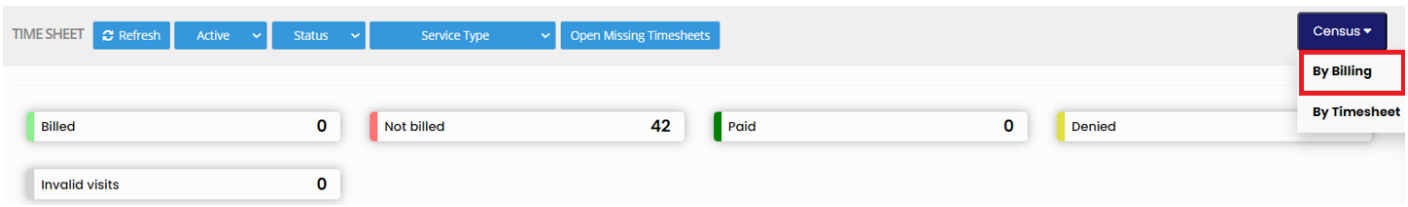
The number of Timesheet depending upon the status of the Timesheet can be viewed by using the option Census. Click Census option and select the option By Timesheet.




The number of Completed Timesheet, Incomplete Timesheet, Approval Approved Timesheet, Approval Pending Timesheet and Approval Rejected Timesheet can be viewed in the system.




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.

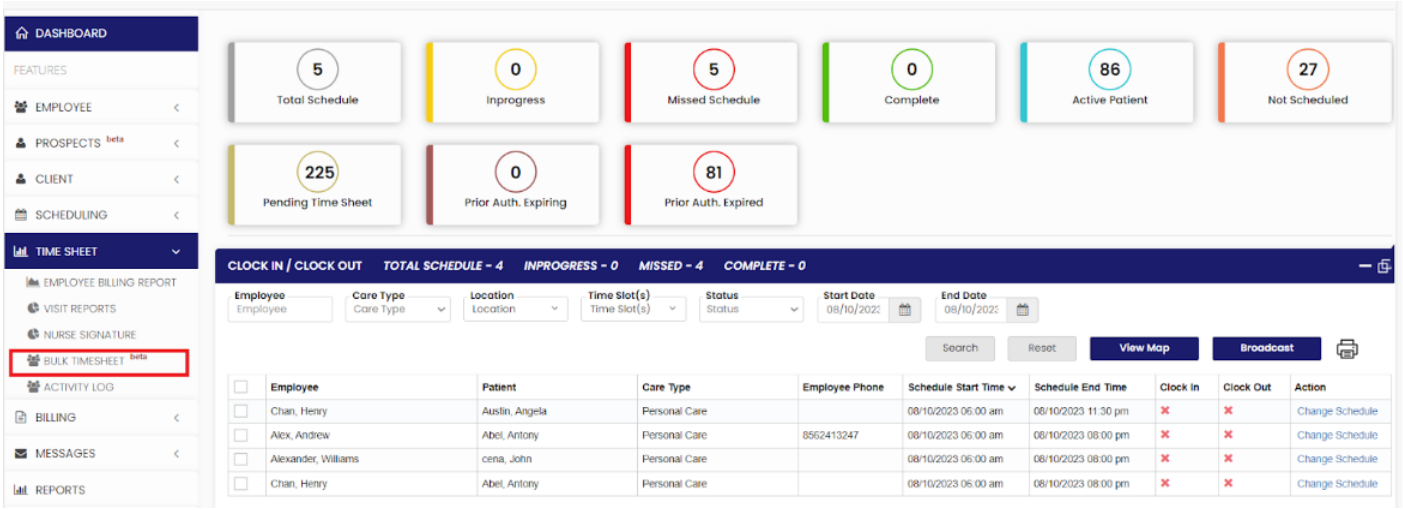


# Bulk Timesheet

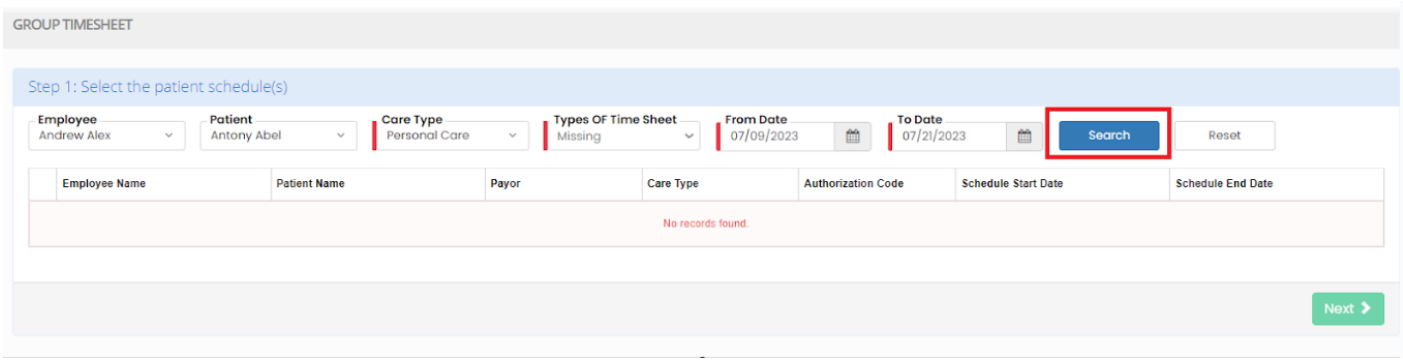
A Bulk Timesheet option is used to create multiple Timesheets for the patients in the system. The missed timesheet can be created by using this option.

## Create Bulk Timesheet

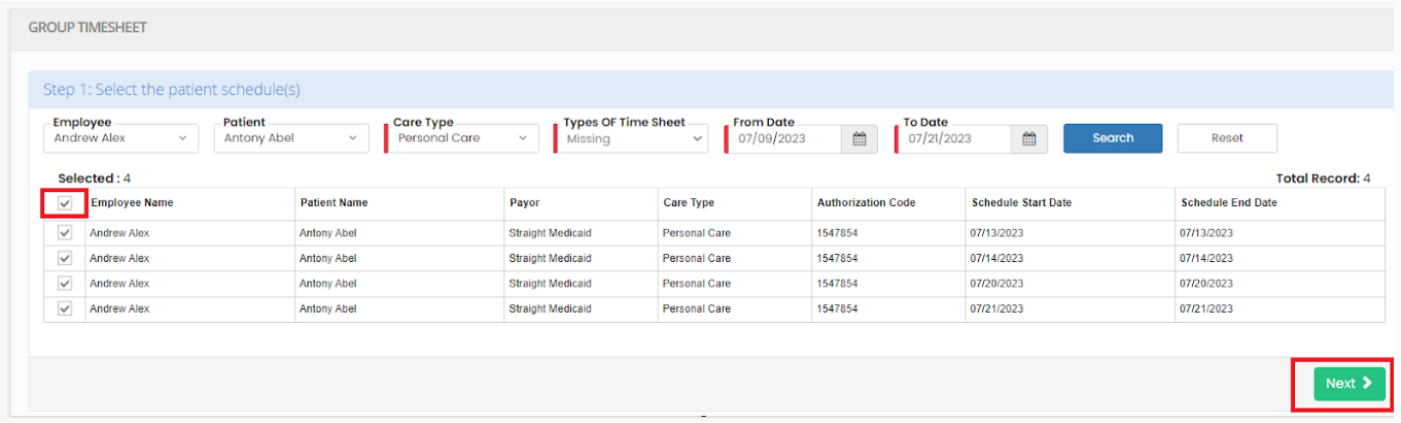
> **Timesheet >> Bulk Timesheet**



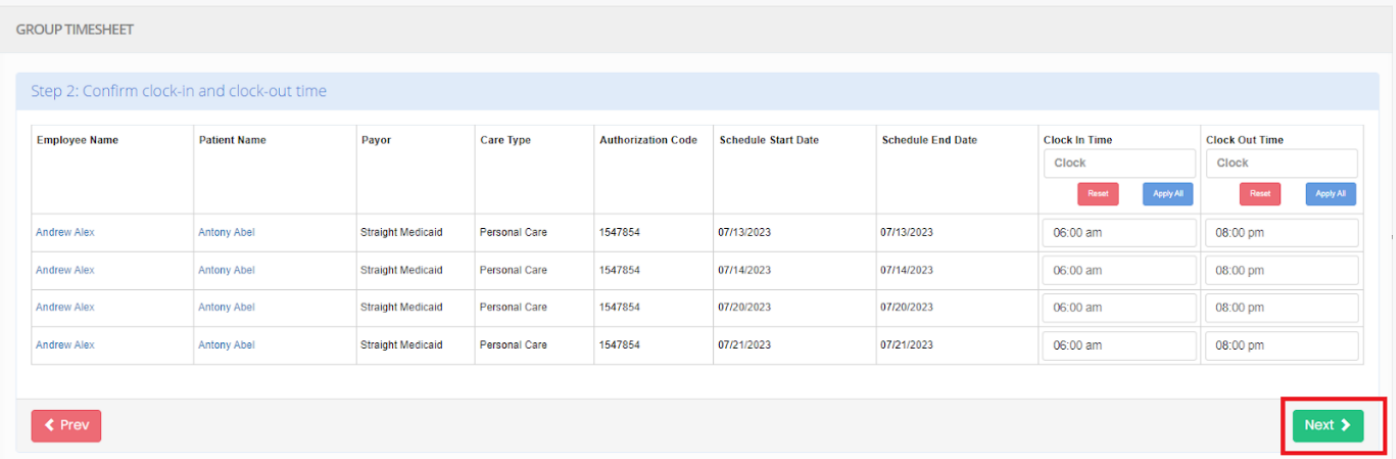

Select the Employee Name, Patient Name, Care Type, Type of Timesheet, From Date, To Date and Click Search.



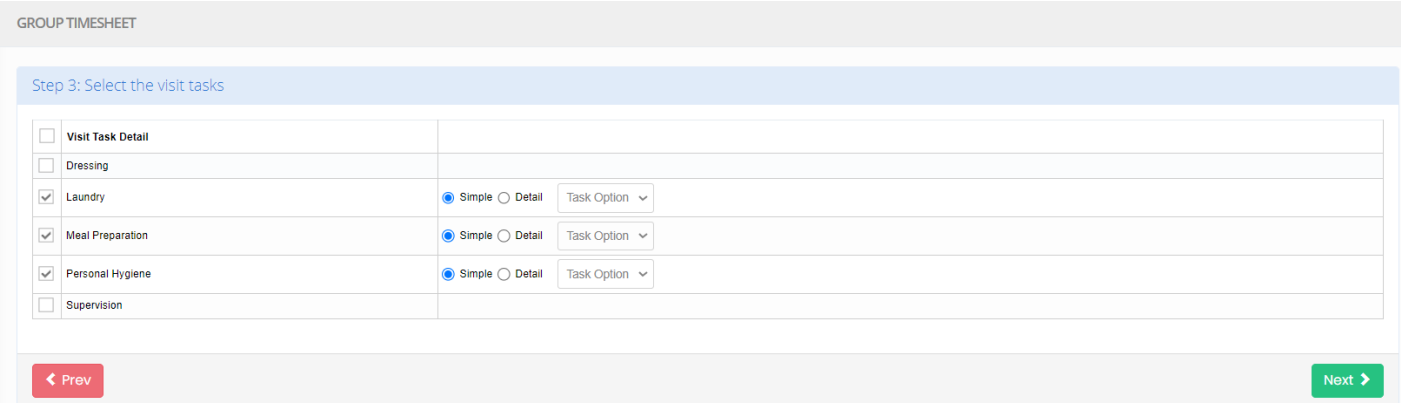

The required details will appear on the screen, now select the checkbox and Click Next option.




Verify the Clock-in time and Clock-out time and then Click Next option. If the user wants to change the timing , then update the required time and click Next option.




Select the Visit Task Details from the list and Click Next option.




Now review the Timesheet and Click Complete option. The missing Timesheet is now added to the Visit Report.

GROUP TIMESHEET

## Step 4: Review and add Remark

| Employee Name | Patient Name | Payor | Care Type | Authorization Code | Schedule Start Date | Schedule End Date | Clock In | Clock In Time | Clock Out | Clock Out Time |
|---|---|---|---|---|---|---|---|---|---|---|
| Andrew Alex | Antony Abel | Straight Medicaid | Personal Care | 1547854 | 07/13/2023 | 07/13/2023 | 07/13/2023 | 06:00 am | 07/13/2023 | 08:00 pm |
| Andrew Alex | Antony Abel | Straight Medicaid | Personal Care | 1547854 | 07/14/2023 | 07/14/2023 | 07/14/2023 | 06:00 am | 07/14/2023 | 08:00 pm |
| Andrew Alex | Antony Abel | Straight Medicaid | Personal Care | 1547854 | 07/20/2023 | 07/20/2023 | 07/20/2023 | 06:00 am | 07/20/2023 | 08:00 pm |
| Andrew Alex | Antony Abel | Straight Medicaid | Personal Care | 1547854 | 07/21/2023 | 07/21/2023 | 07/21/2023 | 06:00 am | 07/21/2023 | 08:00 pm |

| Visit Task Detail | Type | Service Time (in Minutes) | Remarks |
|---|---|---|---|
| Prepare Breakfast | Simple | 10 | |
| Prepare Dinner | Simple | 10 | |

**Remarks**

Remarks

Prev

Complete

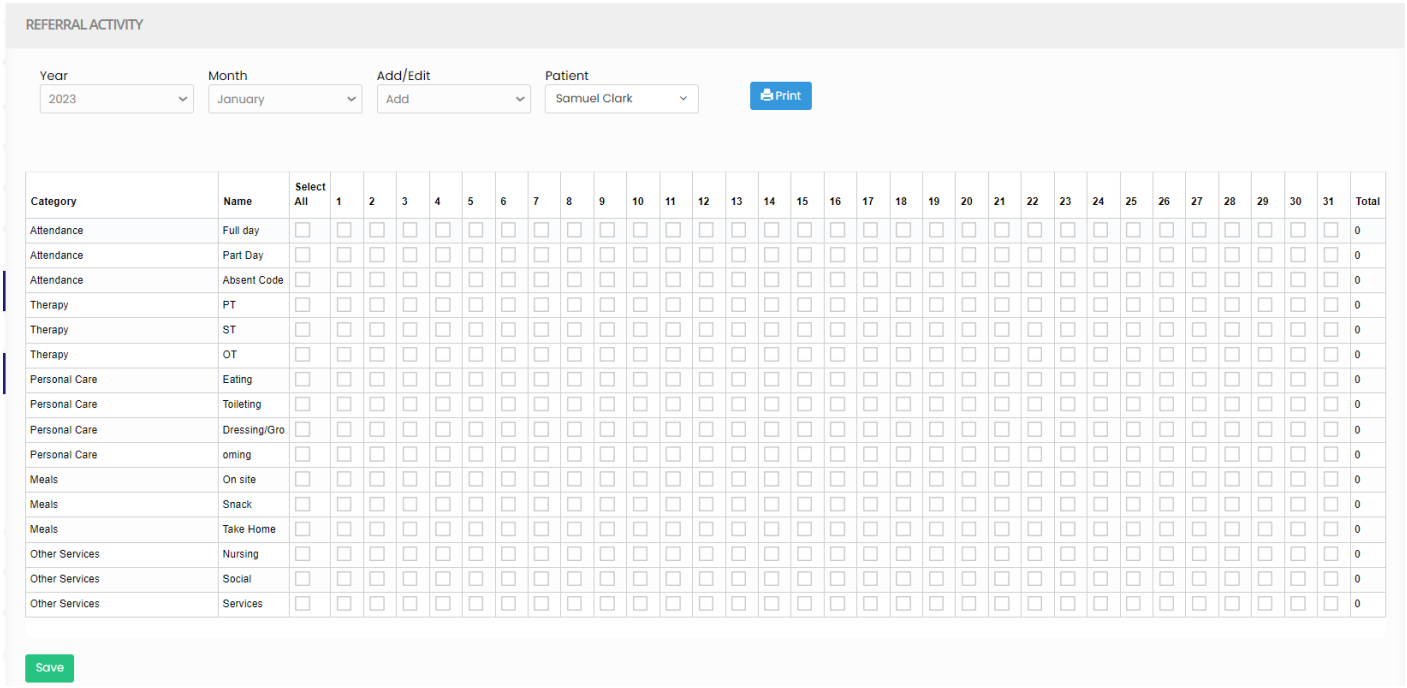
# Activity Log

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.




| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Attendance | Part Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Attendance | Absent Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Therapy | PT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Therapy | ST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Therapy | OT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Personal Care | Eating | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Personal Care | Toileting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Personal Care | Dressing/Gro | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Personal Care | oming | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Meals | On site | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Meals | Snack | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Meals | Take Home | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Other Services | Nursing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Other Services | Social | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Other Services | Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |

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

REFERRAL ACTIVITY

Year: 2023 | Month: Select Month | Add/Edit: Select Add or Edit | 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 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Attendance | Part Day | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 1 |
| Attendance | Absent Code | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Therapy | PT | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 1 |
| Therapy | ST | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Therapy | OT | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 1 |
| Personal Care | Eating | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 2 |
| Personal Care | Toileting | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Personal Care | Dressing/Gro | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | 1 |
| Personal Care | oming | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 1 |
| Meals | On site | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Meals | Snack | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Meals | Take Home | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Other Services | Nursing | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Other Services | Social | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |
| Other Services | Services | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 0 |

Save