New Employee

A new employee in home health care is a recently hired individual who provides healthcare services in a patient's home. Their role includes assisting with daily tasks, medication administration, and health monitoring.

Adding Employee Information

> 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.

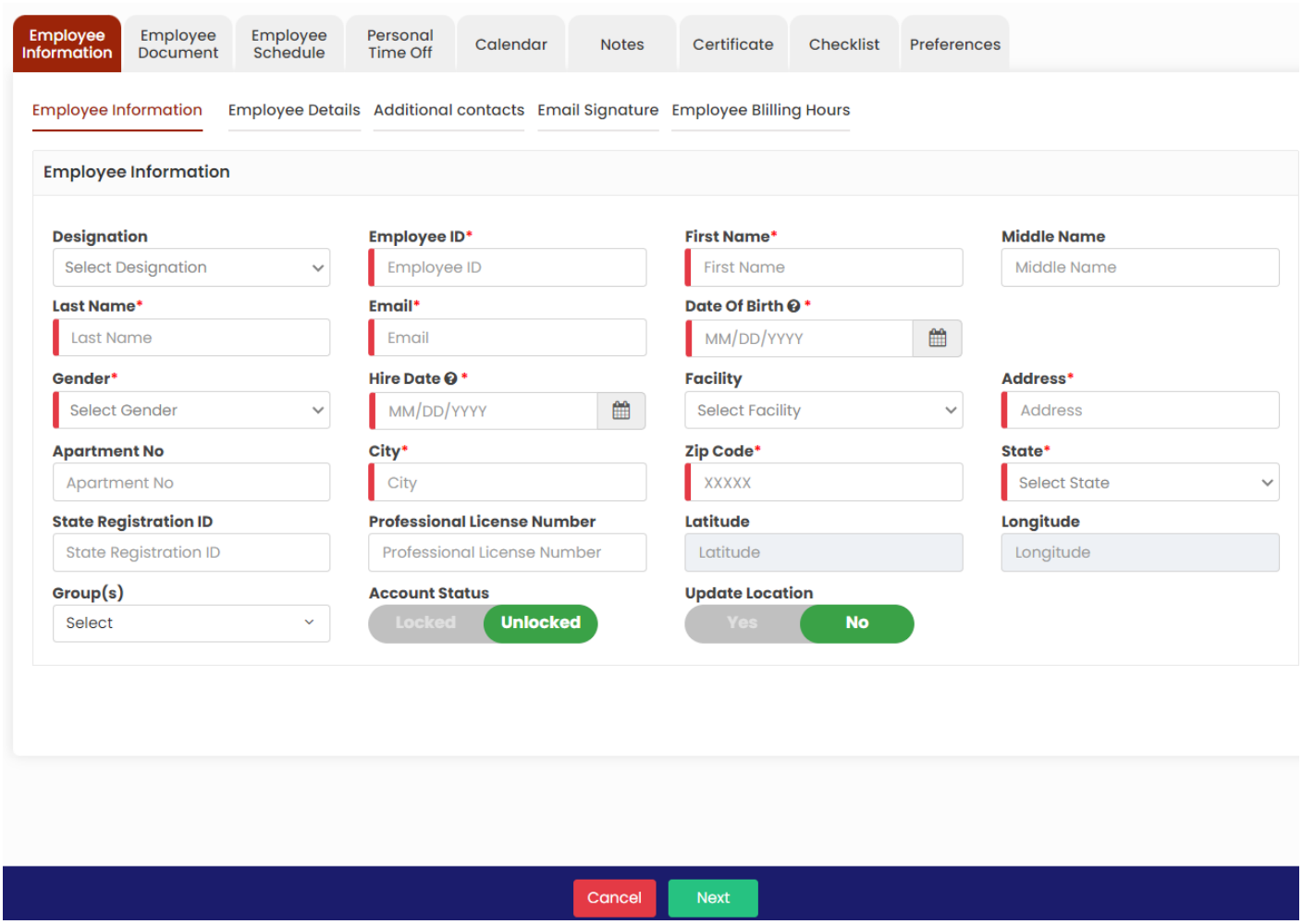
1. Locate the +Add option under Employee Tab.



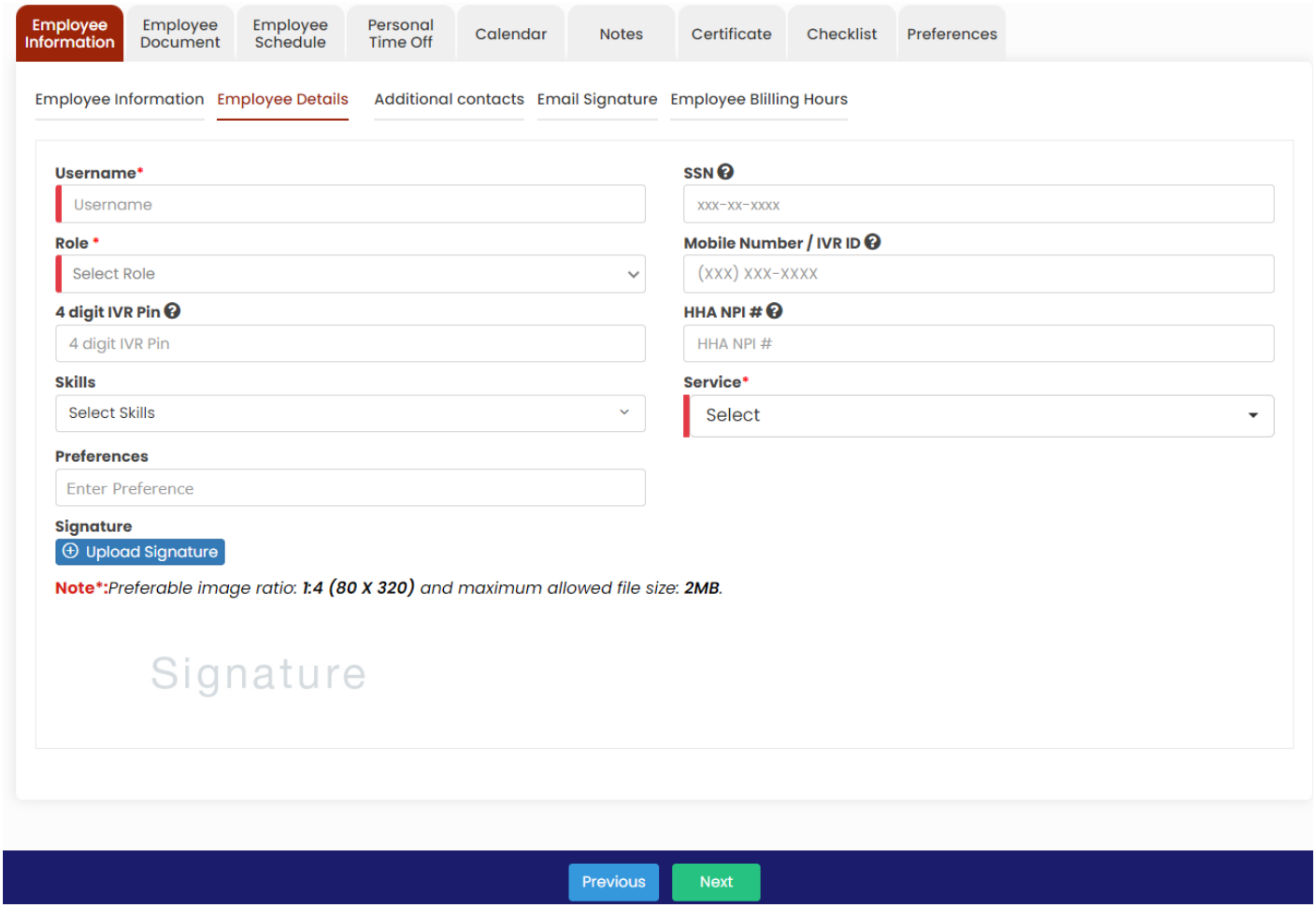
2. Click +Add option to update the Employee Information. Enter the Employee information in the required field and Click Next option.

If the Employee Account has been locked due to Invalid password in the mobile app for more than 3 times, then the user can unlock the Employee Account using the option "Account Status".

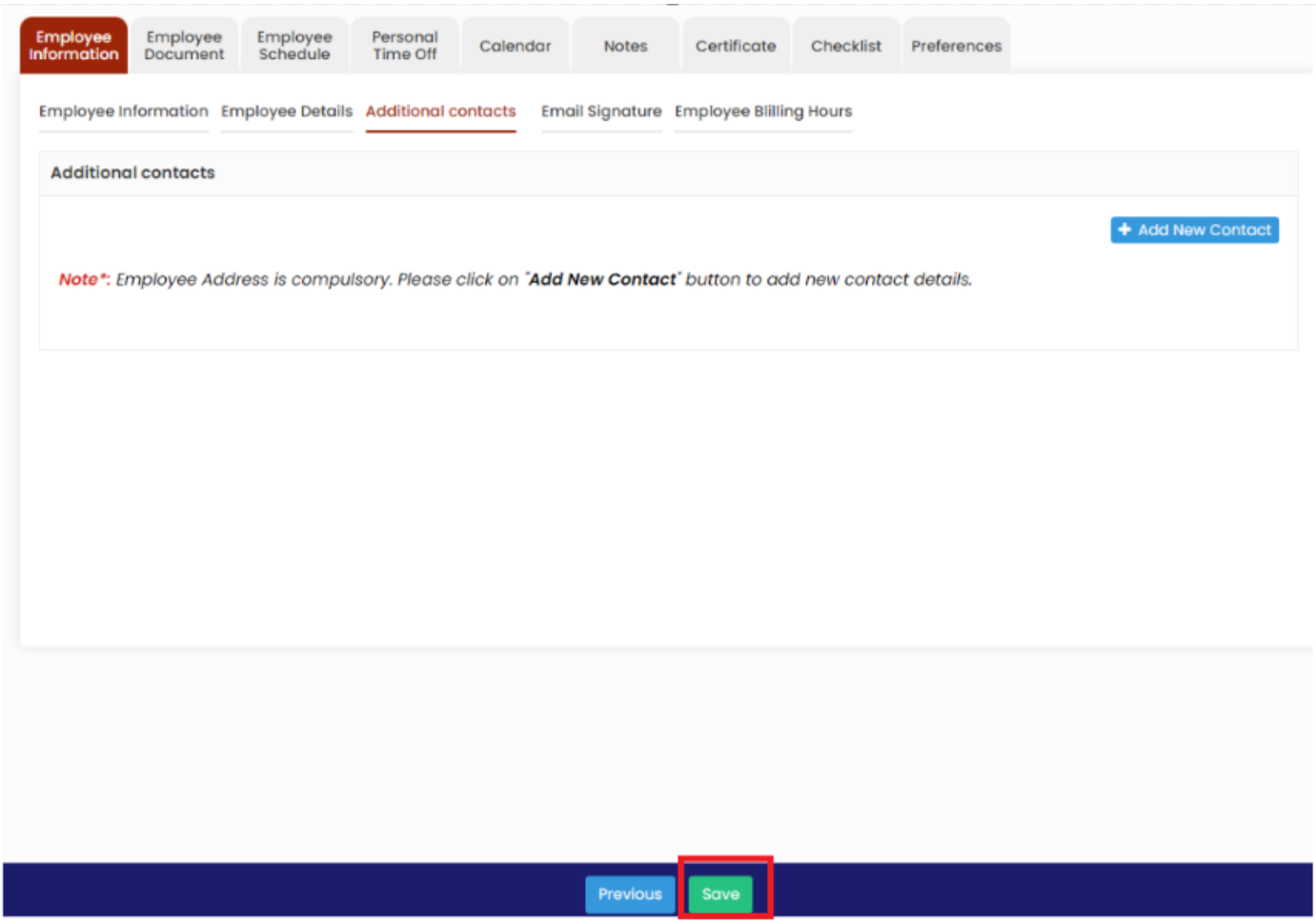
Also, if the Patient is residing in a Big Apartment and the Employee having issues in clocking in the mobile app at patient's residence, we can provide the option Update Location as Yes, when it is set as Yes, the 'Employee can will get an option in the mobile to update the Location Coordinates and Clock-in for the visits. If the Visit gets completed, we can set the option Update Location as No in he system.



3. The Employee details screen appears. In Employee details, update the username with the format (first name initials and last name). Also enter the 4 digit IVR Pin which is used to login using Mobile Application for each employee. The user can add the signature of the Employee by using the option Upload Signature. After completing the required field, Click Next option.



4. The Additional Contacts screen appears in which the user can update the additional contact details of the employee by using the +Add New Contact option and Click Save button.



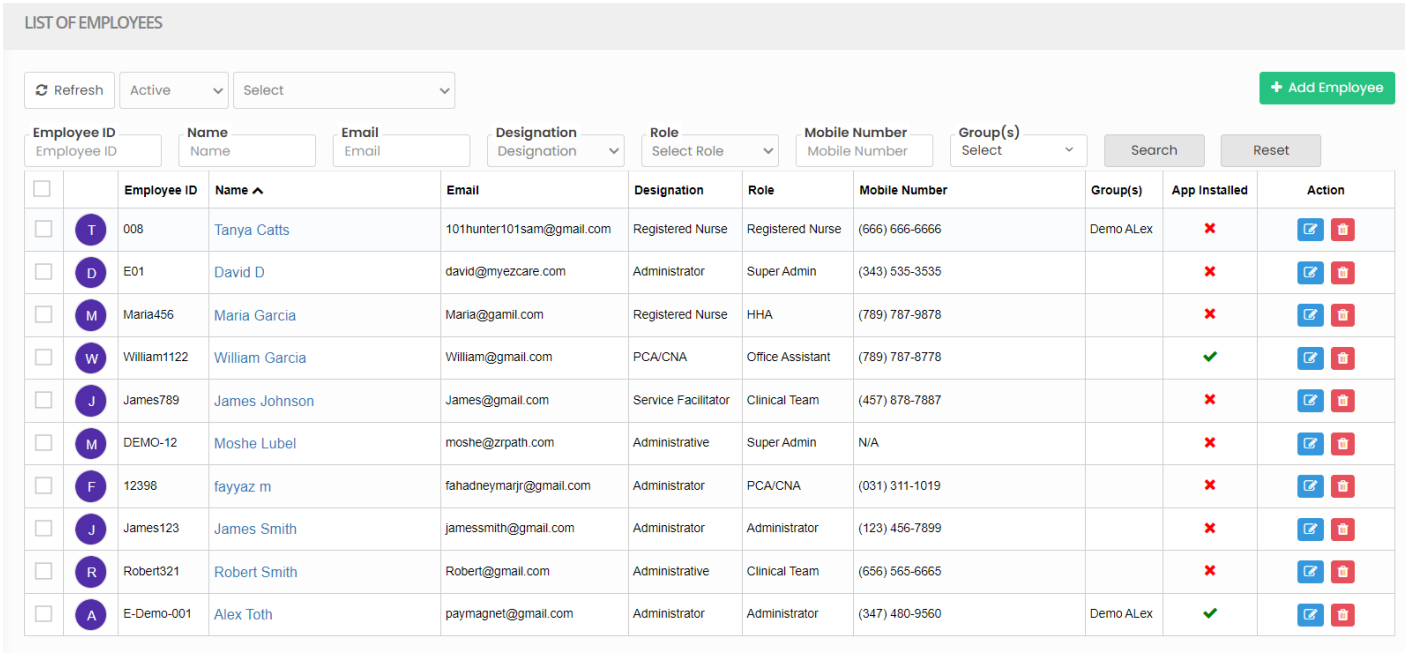
Editing Employees Information

To navigate through the process of editing Employee information, follow these steps:

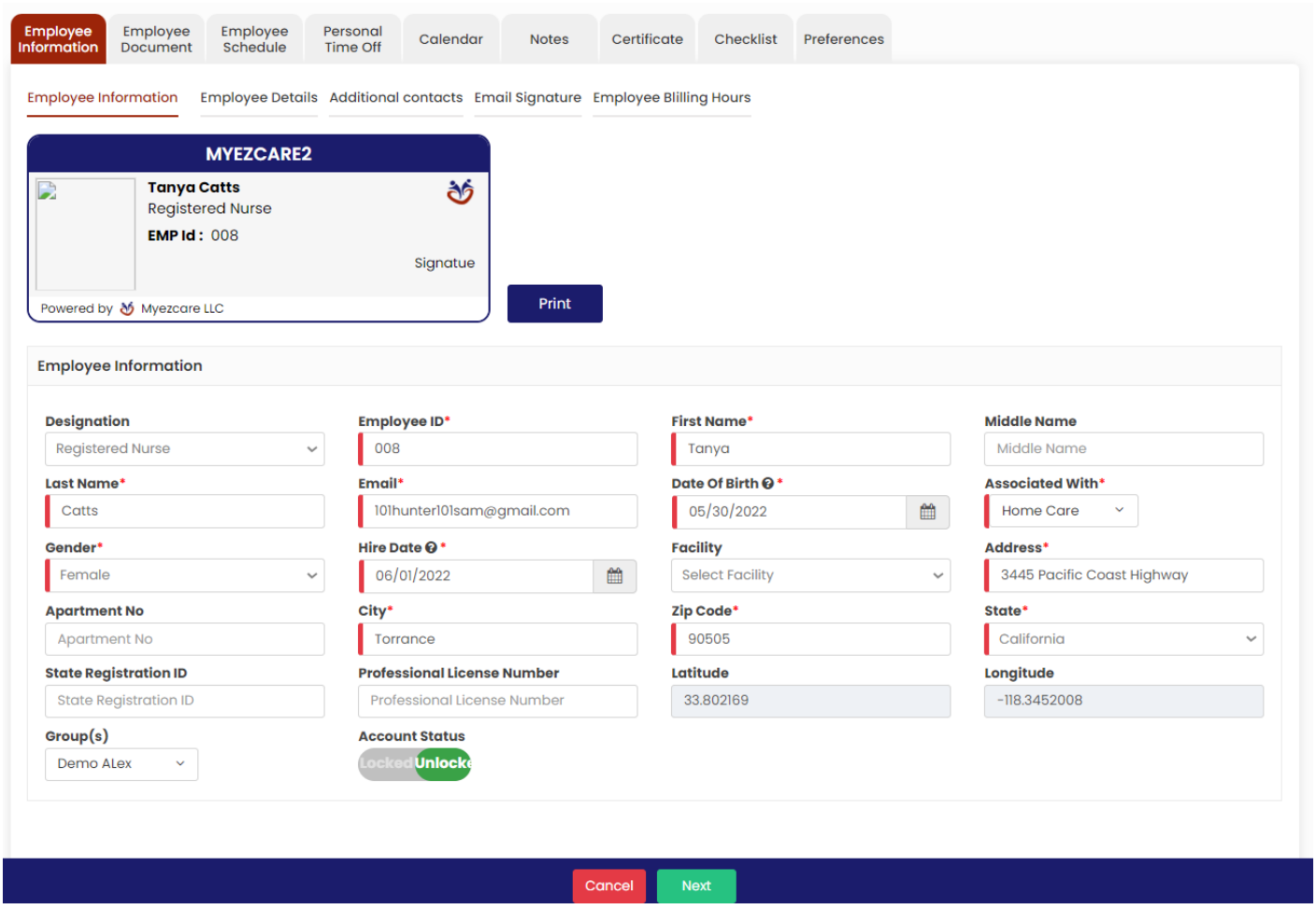
1. Locate List option under Employee Tab

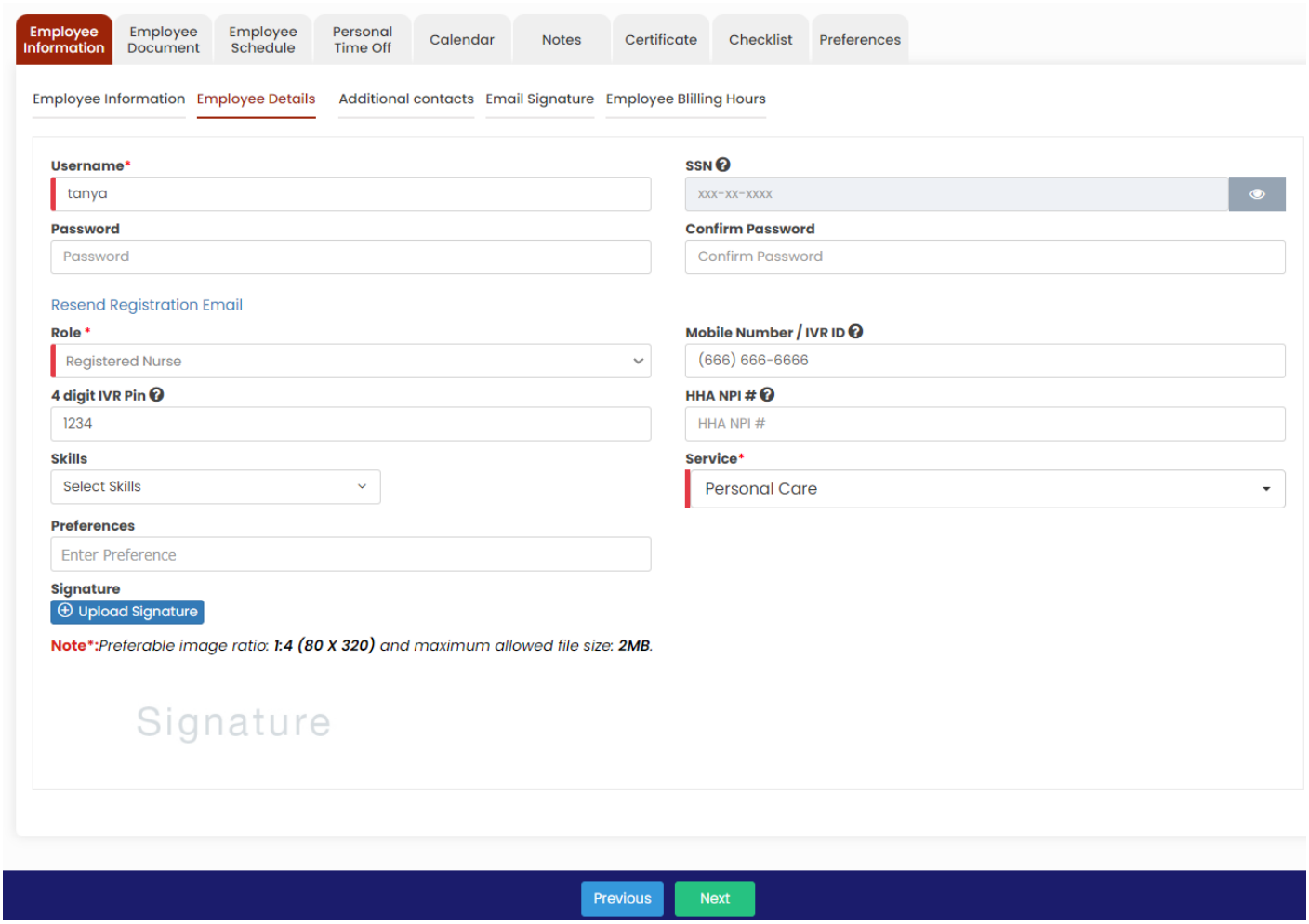


2. Select the Employee from the list to edit the information. Click the blue color Edit option under Action on the right side of the screen for editing the Employee information or click on the Employee name.

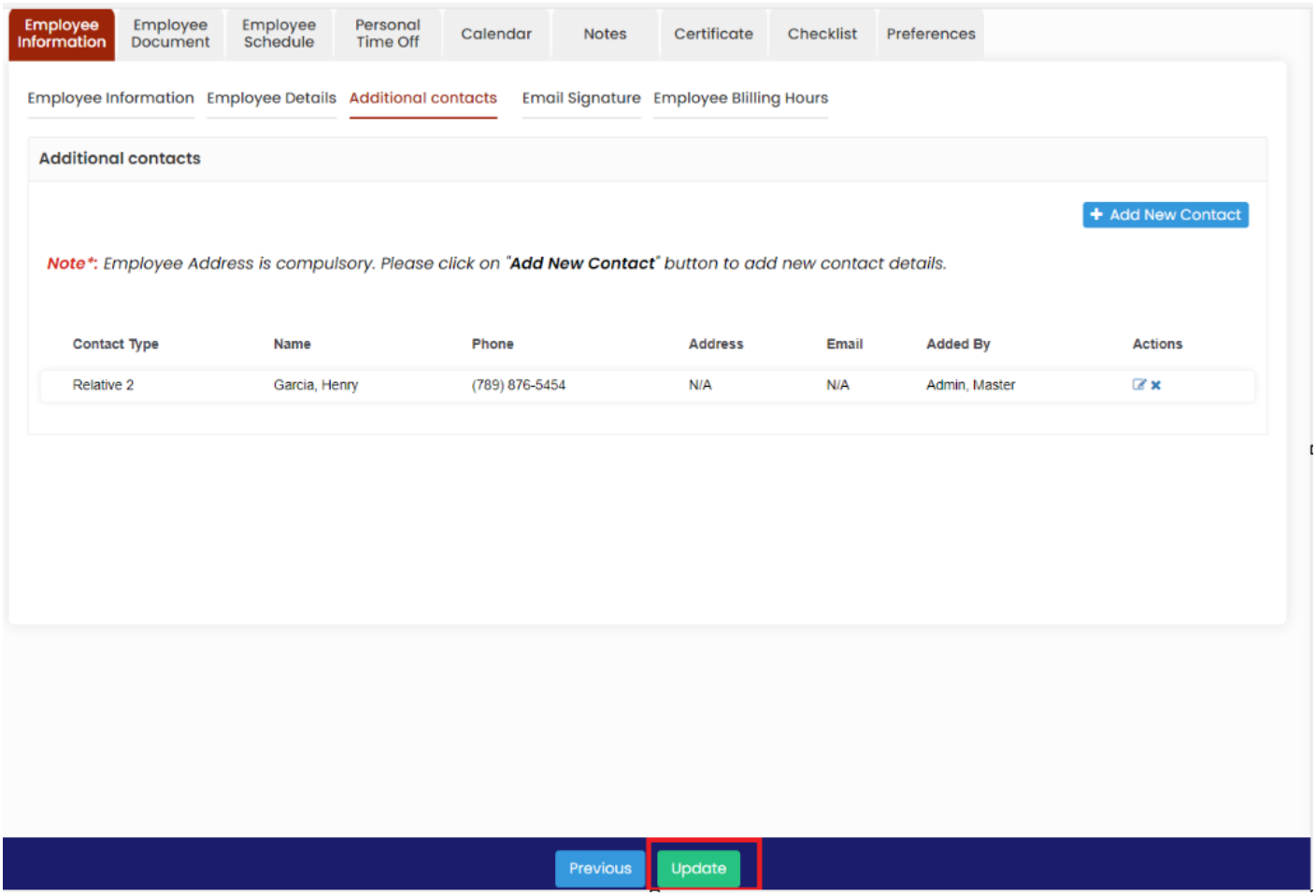


3. The following screen appears to edit the required information of the Employee.





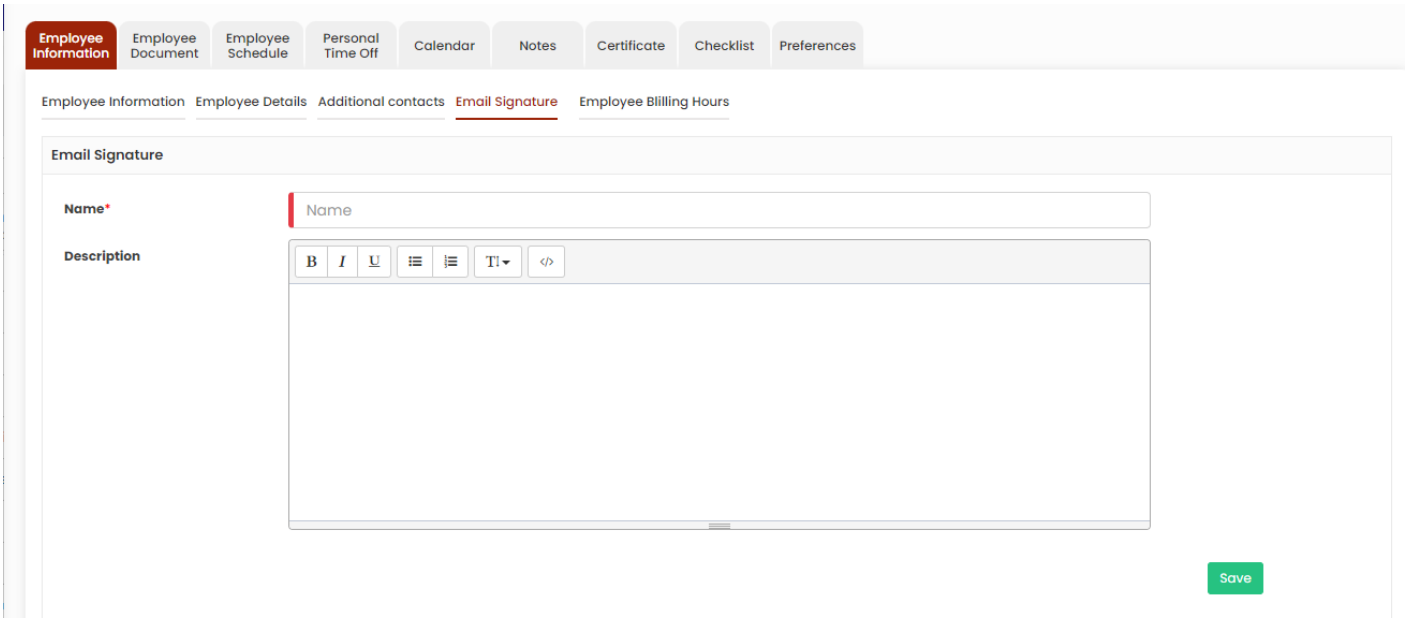
Click Update option in Additional contact screen to update the information for the Employee.



Email signature

The user can update the email signature by using the email signature option. Update the required information and Click Save option.

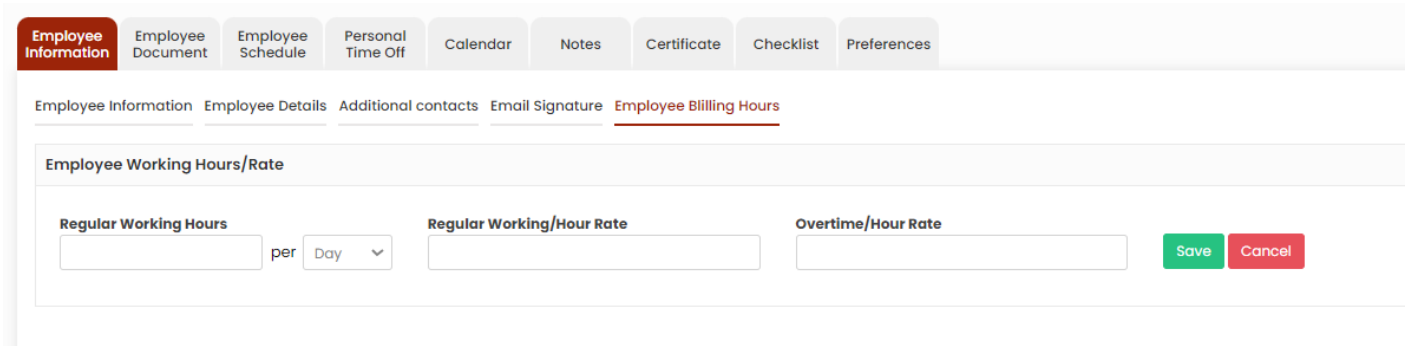
> **Employee Tab>>List>>Employee name>>Email signature**



Employee Billing Hours

In Employee Billing Hours option, the user can update the Regular working hours, Regular Working / Hour Rate and Overtime Rate of the employee.

> **Employee Tab>>List>>Employee name>>Employee Billing Hours**



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