

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.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Information

Designation

Select Designation

Last Name*

Last Name

Gender*

Select Gender

Apartment No

Apartment No

State Registration ID

State Registration ID

Group(s)

Select

Employee ID*

Employee ID

Email*

Email

Hire Date*

MM/DD/YYYY

City*

City

Professional License Number

Professional License Number

Account Status

LockedUnlocked

First Name*

First Name

Date Of Birth*

MM/DD/YYYY

Facility

Select Facility

Zip Code*

XXXXX

Latitude

Latitude

Update Location

YesNo

Middle Name

Middle Name

Address*

Address

State*

Select State

Longitude

Longitude

Cancel

Next

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.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username*

Username

Role*

Select Role

4 digit IVR Pin?

4 digit IVR Pin

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Mobile Number / IVR ID?

(XXX) XXX-XXXX

HHA NPI #?

HHA NPI #

Service*

Select

Previous

Next

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.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

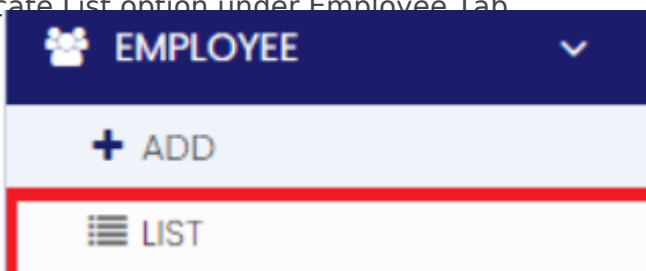
Note*: Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

PreviousSave

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.

LIST OF EMPLOYEES

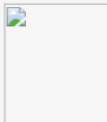
<div> <div>Refresh</div> <div>Active</div> <div>Select</div> </div>		<div>Add Employee</div>								
Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	Search		Reset	
Employee ID	Name	Email	Designation	Select Role	Mobile Number	Select				
<input type="checkbox"/>	Employee ID	Name ^	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action	
<input type="checkbox"/>	<div>T008</div>	<div>Tanya Catts</div>	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALEX	<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>D E01</div>	<div>David D</div>	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>M Maria456</div>	<div>Maria Garcia</div>	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>W William1122</div>	<div>William Garcia</div>	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		<div>✓</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>J James789</div>	<div>James Johnson</div>	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>M DEMO-12</div>	<div>Moshe Lubel</div>	moshe@zrpath.com	Administrative	Super Admin	N/A		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>F 12398</div>	<div>fayyaz m</div>	fahadneymarjr@gmail.com	Administrator	PCA/CNA	(031) 311-1019		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>J James123</div>	<div>James Smith</div>	jamessmith@gmail.com	Administrator	Administrator	(123) 456-7899		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>R Robert321</div>	<div>Robert Smith</div>	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		<div>✗</div>	<div><div></div><div></div></div>	
<input type="checkbox"/>	<div>A E-Demo-001</div>	<div>Alex Toth</div>	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALEX	<div>✓</div>	<div><div></div><div></div></div>	

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

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours


MYEZCARE2




Tanya Catts

Registered Nurse

EMP Id : 008


Signature

Powered by  Myezcare LLC

Print

Employee Information

DesignationRegistered Nurse

Last NameCatts

GenderFemale

Apartment NoApartment No

State Registration IDState Registration ID

Group(s)Demo Alex

Employee ID*008

Email*101hunter101sam@gmail.com

Hire Date*06/01/2022

City*Torrance

Professional License NumberProfessional License Number

Account StatusLockedUnlock

First Name*Tanya

Date Of Birth*05/30/2022

FacilitySelect Facility

Zip Code*90505

Latitude33.802169

Middle NameMiddle Name

Associated With*Home Care

Address*3445 Pacific Coast Highway

State*California

Longitude-118.3452008

Cancel

Next

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username*

tanya

Password

Password

Resend Registration Email

Role*

Registered Nurse

4 digit IVR Pin?

1234

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Confirm Password

Confirm Password

Mobile Number / IVR ID?

(666) 666-6666

HHA NPI #?

HHA NPI #

Service*

Personal Care

Previous

Next

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

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

Note*: Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

Contact Type	Name	Phone	Address	Email	Added By	Actions
Relative 2	Garcia, Henry	(789) 876-5454	N/A	N/A	Admin, Master	✎ ✕

PreviousUpdate

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 InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Email Signature

Name*

Name

Description

B

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Save

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

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Working Hours/Rate

Regular Working Hours

per

Day ▼

Regular Working/Hour Rate

Overtime/Hour Rate

Save

Cancel

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