

Dashboard

A dashboard is a visual representation of key information, data, or metrics displayed in a consolidated and easily digestible format. It is typically designed to provide users with a quick and clear overview of relevant information to help them make informed decisions or monitor specific aspects of a system.

- [Dashboard Overview](#)
- [Set up](#)

Dashboard Overview

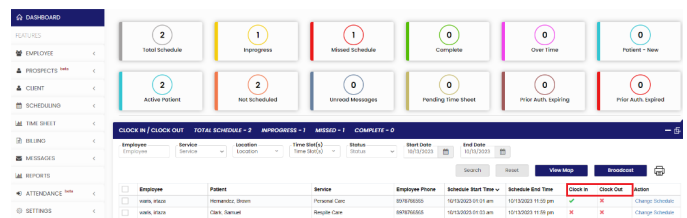
The dashboard screen serves as a comprehensive overview of the organization's activities, providing users with real-time reporting information for efficient tracking and management of day-to-day operations. Here is a breakdown of the key elements displayed on the dashboard.

The Dashboard screen provides a quick glance view of the schedules for the day.

Features in Dashboard

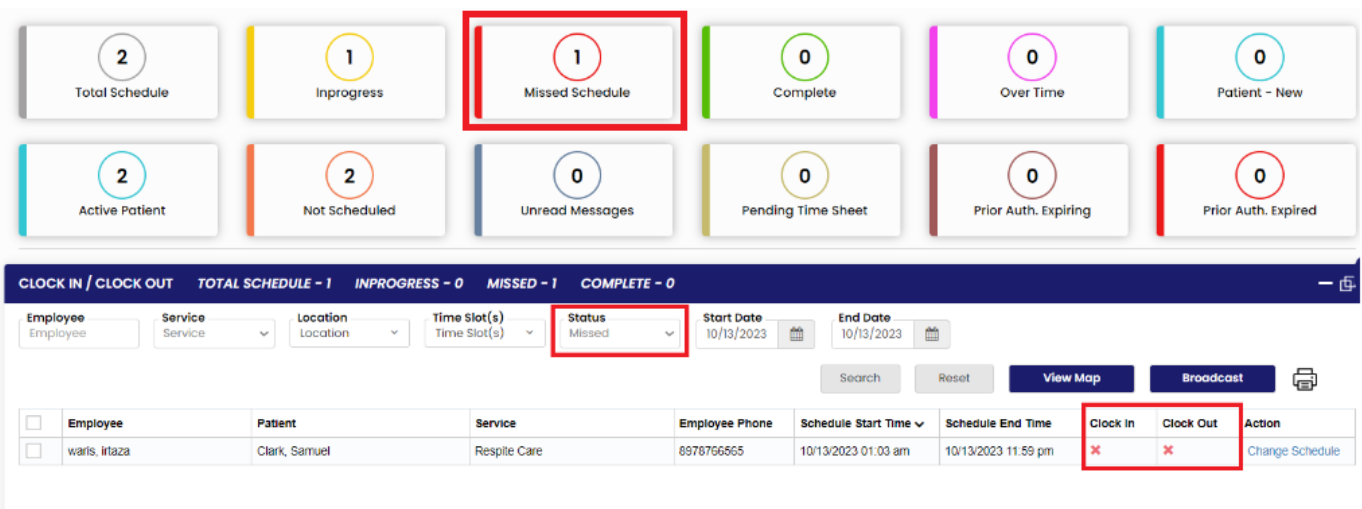
Employees - Clock-in / Clock out:

This section provides information about employee attendance, including their clock-in and clock-out times. It helps monitor and manage employee working hours, ensuring proper attendance and time management.



Missed Schedules

The user can track the missed schedules for the day by clicking the option Missed in the Dashboard. The schedules in which the clock-in and clock-out is not done come under missed schedules.



Complete Schedules

The user can track the completed schedules for the day by clicking the option Complete in the Dashboard. The schedules in which the clock-in and clock-out is done come under Complete Schedules.

Dashboard Schedule Status Cards:

- Total Schedule: 3
- Inprogress: 1
- Missed Schedule: 1
- Complete: 1**
- Over Time: 0
- Patient - New: 0
- Active Patient: 2
- Not Scheduled: 2
- Unread Messages: 0
- Pending Time Sheet: 0
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 0

Filter Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 1 INPROGRESS - 0 MISSED - 0 **COMPLETE - 1**

Table:

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/> Garcia, William	Clark, Samuel	Respite Care	7697876776	10/13/2023 07:00 am	10/13/2023 02:00 pm	✓	✓	Change Schedule

In-progress Schedules

The user can track the In-progress schedules for the day by clicking the option In-progress in the Dashboard. The schedules in which the clock-in is done and clock-out is not yet done comes under In-progress Schedules.

Dashboard Schedule Status Cards:

- Total Schedule: 3
- Inprogress: 1**
- Missed Schedule: 1
- Complete: 1
- Over Time: 0
- Patient - New: 0
- Active Patient: 2
- Not Scheduled: 2
- Unread Messages: 0
- Pending Time Sheet: 0
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 0

Filter Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 1 **INPROGRESS - 1** MISSED - 0 COMPLETE - 0

Table:

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/> waris, Intaza	Hernandez, Brown	Personal Care	8978766565	10/13/2023 01:01 am	10/13/2023 11:59 pm	✓	✗	Change Schedule

Change Schedule

The option change schedule is used to change the schedule with required Employee name and the available timings. Click change schedule option under Actions.

Dashboard Schedule Status Cards:

- Total Schedule: 2
- INPROGRESS - 0
- MISSED - 2
- COMPLETE - 0

Filter Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 2 INPROGRESS - 0 MISSED - 2 COMPLETE - 0

Table:

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/> Garcia, Maria	Clark, Samuel	Respite Care	7897879678	10/10/2023 07:00 am	10/10/2023 02:00 pm	✗	✗	Change Schedule
<input type="checkbox"/> waris, Intaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	✗	✗	Change Schedule

Now, select the Employee name and enter the available timings and then click Save. The schedule will be changed to the respective Employee with Start time and End time.

2

Total Schedule

0

Inprogress

2

Active Patient

1

Not Scheduled

0

Complete

0

Over Time

0

Pending Time Sheet

0

Prior Auth. Expiring

1

Prior Auth. Expired

0

Patient - New

Change Schedule

Select Employee

Maria Garcia

Schedule Start Time

07:00 am

Schedule End Time

02:00 pm

Cancel

Save

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 2

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action	
<input type="checkbox"/>	Garcia, Maria	Clark, Samuel	Respite Care	7897879878	10/10/2023 07:00 am	10/10/2023 02:00 pm	✖	✖	Change Schedule
<input type="checkbox"/>	waris, Irtaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	✖	✖	Change Schedule

Employees Overtime:

The employees' overtime section displays the number of employees who have accumulated overtime hours in the last seven days. It helps organizations track and manage overtime effectively, ensuring compliance with labor regulations and managing workload distribution.

EMPLOYEES - OVERTIME IN LAST 7 DAYS

Start Date

10/21/2023

End Date

10/27/2023

Search

Employee	Allocated Hrs	Used Hrs	OverTime Hrs
Garcia, William	21	21	12

Upcoming Birthday:

This section presents information about upcoming birthdays of both patients and employees. It serves as a reminder to celebrate and acknowledge birthdays, fostering a positive work environment and patient care experience.

UPCOMING BIRTHDAY

Patient

Employee

Patient	Phone	Birthday
Samuel Clark	4561235484	09, November

Patient - New:

The new patient section provides information about recently admitted or registered patients. It allows staff to stay informed about new arrivals and helps initiate the necessary procedures and documentation for these patients.

PATIENT - NEW

Start Date

10/13/2023

End Date

10/13/2023

Search

Patient	Created Date	Created By
No records found.		

Patient - Fully not scheduled:

This section highlights patients who are not yet fully scheduled for the next seven days. It alerts staff to ensure proper scheduling and avoid any gaps in patient care or appointments.

PATIENT - FULLY NOT SCHEDULED FOR NEXT 7 DAYS

Start Date

10/14/2023

End Date

10/20/2023

Search

Patient	Allocated Hrs	Scheduled Hrs	Remaining Hrs	Unscheduled Hrs
Hernandez, Brown	42	0	42	0
Clark, Samuel	49	14	28	7

Patient - Pending:

The pending patient section displays information about patients whose status is pending. It helps staff stay updated on patients whose cases are awaiting further actions or approvals, ensuring timely follow-up and resolution.

Patient - Discharged:

This section provides information about patients who have been discharged from the organization's care. It helps track the number of discharged patients and their relevant details for record-keeping and reporting purposes.

Patient - Transfer:

The patient transfer section provides information about patients who have been transferred to another location or facility. It enables seamless coordination between different departments or facilities involved in the patient's care.

Patient - On Hold:

This section displays information about patients who are currently on hold, indicating that their cases are temporarily paused or pending certain conditions or decisions. It helps staff track and manage patients whose care plans are on hold.

Prior Auth Expiring:

This section highlights the expiration dates of prior authorizations. It enables staff to proactively manage the authorization process, ensuring that necessary authorizations are renewed or extended in a timely manner to avoid disruption in patient care and billing.

Prior Auth Expired:

The prior authorization expired section provides information about authorizations that have expired. It helps staff identify cases where authorization needs to be reestablished to continue patient care and billing processes smoothly.

PATIENT - PENDING

Start Date

10/13/2023

End Date

10/13/2023

Search

Patient ^	Created Date	Created By
No records found.		

PATIENT - DISCHARGED

Start Date

11/07/2023

End Date

11/07/2023

Search

Patient ^	Created Date	Created By
William, John	10/23/2023	Admin, Master

PATIENT - TRANSFER

Start Date

11/07/2023

End Date

11/07/2023

Search

Patient ^	Created Date	Created By
Joseph, Thomas	03/30/2022	Admin, Master

PATIENT - ONHOLD

Start Date

11/07/2023

End Date

11/07/2023

Search

Patient ^	Created Date	Created By
Taylor, Charles	03/30/2022	Admin, Master

PRIOR AUTH EXPIRING

Patient	Payor	Expiring Date	Total Visits
Donald, David	Atena	11/10/2023	20

PRIOR AUTH EXPIRED

Patient	Payor	Expiring Date	Total Visits
Hernandez, Brown	Atena	11/05/2023	33

Overall, this comprehensive dashboard enables users to monitor and manage various aspects of the organization's activities, ensuring efficient operations, timely patient care, and compliance with necessary protocols and regulations.

Set up

Setting up an application is the process of installing, configuring, and customizing software or systems to ensure they work as intended. It involves tailoring the application to specific needs, setting user permissions, and preparing it for use, ensuring a smooth and effective operation.

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.

User Login

The User Login on the top right corner of the software contains the following features:

- My Profiles
- Roles and Permissions
- Organization Settings
- Billing
- Log Out

Clock-In-Out00:00:00?

HOME CAREMASTER

MY PROFILE

ROLE & PERMISSION

ORGANIZATION SETTINGS

BILLING

LOG OUT

3Total Schedule

1Inprogress

1Missed Schedule

1Complete

0Over Time

2Active Patient

2Not Scheduled

0Unread Messages

0Pending Time Sheet

0Prior Auth. Expiring

0Prior Auth. Expired

CLOCK IN / CLOCK OUTTOTAL SCHEDULE - 3INPROGRESS - 1MISSED - 1COMPLETE - 1

EmployeeEmployee

ServiceService

LocationLocation

Time Slot(s)Time Slot(s)

StatusStatus

Start Date10/13/2023

End Date10/13/2023

Search

Reset

View Map

Broadcast

	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	waris, Irtaza	Hernandez, Brown	Personal Care	8978766565	10/13/2023 01:01 am	10/13/2023 11:59 pm	✓	✗	Change Schedule
<input type="checkbox"/>	waris, Irtaza	Clark, Samuel	Respite Care	8978766565	10/13/2023 01:03 am	10/13/2023 11:59 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Garcia, William	Clark, Samuel	Respite Care	7897878778	10/13/2023 07:00 am	10/13/2023 02:00 pm	✓	✓	Change Schedule


My Profiles

The user can update the Profile information under My Profiles option. Update the required fields, upload the Profile image and click Save option.

EDIT PROFILE

Cancel
Save

My Profile



Upload Profile Image

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

First Name*

Master

Middle Name

Middle Name

Last Name*

Admin

Email*

support@myezcare.com

Work Phone*

(000) 000-0000

Mobile Phone*

(000) 000-0000

Username*

me-admin

Password

Password

Confirm Password

Confirm Password

Security Question*

What is your favorite color?

Security Answer*

Red

Save

Cancel

Roles & Permissions

The user can give permissions to the respective Role of the Employee. Select and Role and choose the permission to be given for the Role.

- **Mobile App Permissions**
- **Web Permissions**
- **Report Permissions**

ROLE PERMISSION
Search And Set Role Permission Details

SYSTEM - PERMISSIONS

Role Name
Add Role

Permissions

Officer

Web Permissions

Note: * You can enable/disable any permission from permission tree. Please make sure before enabling/disabling "Administrative Permission". This permission is reserved for "Special Admin Rights" which will be applicable only to Admin or SuperAdmin. Ex. Role Permission Page's Access

Selected Role:
Officer

Web Permissions

- Administrative Permission
- Referral Tracking
- Record Access
- Additional Permissions
- Dashboard
- Masters
- Employee
- Patient Intake
- Scheduling
- Billing & Claim Processing
- Messages
- Reports
- Can Approve Bypass Clock In & Clock Out
- Transport Services
- Employee Attendance
- Can Approve Visits

Save

Editing the Role

The Role of the Employee can also be edited by using the option Edit in the Selected Role.

ROLE PERMISSION
Search And Set Role Permission Details

SYSTEM - PERMISSIONS

Role Name
Add Role

Permissions

Clinical Team

Mobile App Permissions

Note: * You can enable/disable any permission from permission tree. Please make sure before enabling/disabling "Administrative Permission". This permission is reserved for "Special Admin Rights" which will be applicable only to Admin or SuperAdmin. Ex. Role Permission Page's Access

Selected Role:
Clinical Team

Roles and Permissions - Web Permissions Configuration

For Web Permissions Configuration, Select the Role and Click Web Permissions under Permissions Tab.

ROLE PERMISSION Search And Set Role Permission Details

SYSTEM - PERMISSIONS

Role Name	+ Add Role		Permissions
Ad-Hoc Clinical			Web Permissions

Note*: You can enable/disable any permission from permission tree. Please make sure before enabling/disabling "Administrative Permission". This permission is reserved for "Special Admin Rights" which will be applicable only to Admin or SuperAdmin. Ex. Role Permission Page's Access

Selected Role: Ad-Hoc Clinical ✎

Dashboard - The Dashboard permissions includes the feature to view all the Information in the Dashboard screen. The user can check the required permission to be given for the particular role in the Dashboard Permission under Roles and Permissions Tab in the application.

The selected Role have access to view only the permissions that has been selected in the checkbox.

- ☐ ⚡ Dashboard
 - ☐ ⚡ Employees – Didn't Clock In / Clock Out
 - ☐ ⚡ Employees – Over Time in Last 7 Days
 - ☐ ⚡ Patient – New
 - ☐ ⚡ Patient – Fully Not Scheduled for Next 7 Days
 - ☐ ⚡ Received Internal Message
 - ☐ ⚡ Sent Internal Message
 - ☐ ⚡ Web Notifications
 - ☒ ⚡ Dashboard Card
 - ☐ ⚡ Employee Overtime
 - ☐ ⚡ New Patient
 - ☐ ⚡ Patient FullySchedule
 - ☐ ⚡ Internal Message
 - ☐ ⚡ Approval Pending For Visits
 - ☐ ⚡ Total Schedule
 - ☐ ⚡ Prior Auth Expiring
 - ☐ ⚡ Patient – Schedule
 - ☐ ⚡ Patient – Total Present
 - ☐ ⚡ Patient – Total Absent
 - ☐ ⚡ Payor List
 - ☐ ⚡ Total Payor
 - ☐ ⚡ Active Patient Count
 - ☐ ⚡ Prior Auth Expired
 - ☐ ⚡ Employee Birthday
 - ☐ ⚡ Patient Birthday
 - ☐ ⚡ Patient – Clock In / Clock Out
 - ☐ ⚡ Patient – Discharged
 - ☐ ⚡ Patient Medicaid
 - ☐ ⚡ Patient – OnHold
 - ☐ ⚡ Patient – Pending
 - ☐ ⚡ Patient – Transfer
 - ☐ ⚡ View Map
 - ☐ ⚡ Broadcast Notifications

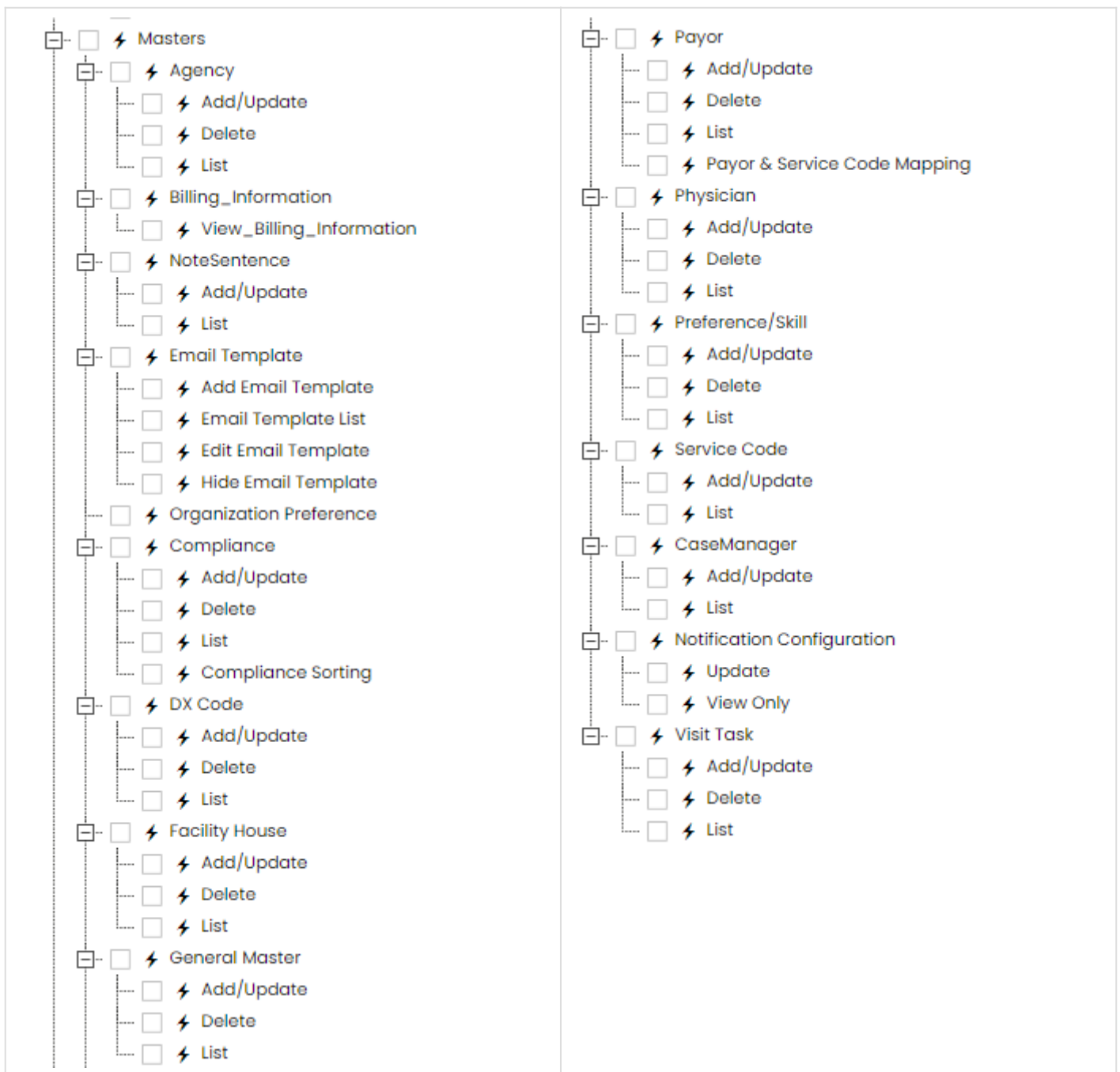
Employee - This feature shows the list of permissions that can be given for the particular role in accessing the application. The user can check the roles to only view, Add/ update the data in the application and also to delete the information in the application.



Patient - This feature shows the list of permissions that can be given for the particular role in accessing the application. The user can check the roles to only view, Add/ update the data in the application and also to delete the information in the application.

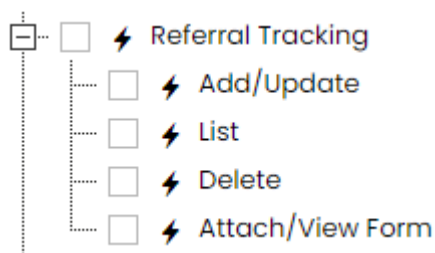


Masters - Settings - Settings in software refer to configurable options that allow users to customize various aspects of the application to suit their preferences or requirements. The access for list of features under Settings in the application can be given by using the option Masters in the Roles and Permissions. The user can check the roles to only view, Add/ update the data in the application and also to delete the information in the application.



Referral Tracking - Prospects

The access for list of features under Prospects in the application can be given by using the option Referral Tracking in the Roles and Permissions. The user can check the roles to only view, Add/update the data in the application and also to delete the information in the application.



System Roles and Permissions

Super Admin

The Super Admin plays a pivotal role in overseeing and managing the administrative aspects of the organization. This role involves managing information systems, ensuring data security and compliance, and providing technical support to optimize workflow and enhance patient care delivery.

- Create, modify, and deactivate user accounts as needed.
- Assign roles and permissions to users based on their responsibilities and access requirements.
- Configure and customize system settings based on organizational requirements.
- Oversee the implementation, maintenance, and optimization of information systems and electronic health record (EHR) platforms used within the organization.
- Provide training and support to staff members on security awareness, data handling best practices, and compliance with privacy regulations.
- Monitor data integrity and implement measures to maintain data quality and consistency.
- Implement and enforce security protocols to safeguard sensitive data and protect against unauthorized access.

Registered Nurse (RN)

The Registered Nurse (RN) plays a pivotal role in delivering comprehensive and compassionate healthcare services to patients in their homes. This position involves providing skilled nursing care, coordinating interdisciplinary care teams, and promoting patient education and self-management.

- Provide skilled nursing interventions such as wound care, medication management, intravenous therapy, and disease management in accordance with physician orders and nursing protocols.
- Perform clinical procedures safely and competently, ensuring adherence to infection control practices and patient safety standards.
- Assess patients' response to treatment, monitor for changes in health status, and modify care plans as necessary.
- Collaborate with physicians, therapists, social workers, and other healthcare professionals to ensure continuity of care and effective care transitions.
- Empower patients to actively participate in their care and make informed decisions about their health.

Administrator

The Administrator is responsible for overseeing the overall operation of the organization, including strategic planning, financial management, regulatory compliance, and quality improvement initiatives. This leadership position plays a pivotal role in ensuring the delivery of high-quality, patient-centered care and the attainment of organizational goals.

- Establish and maintain effective communication channels with stakeholders, including staff members, patients, caregivers, referral sources, and community partners.

- Develop and implement policies, procedures, and protocols to promote regulatory compliance, patient safety, and quality of care.
- Conduct regular audits, assessments, and performance reviews to monitor adherence to standards of practice, identify areas for improvement, and mitigate risks.
- Provide leadership and supervision to administrative and clinical staff, fostering a positive work environment, professional growth, and teamwork.
- Recruit, hire, train, and retain qualified staff members, ensuring sufficient staffing levels to meet patient care needs and organizational objectives.

PCA / CNA - Personal Care Aide (PCA) / Certified Nursing Assistant (CNA)

The Personal Care Aide (PCA) or Certified Nursing Assistant (CNA) plays a vital role in supporting patients with activities of daily living (ADLs), providing personal care, and assisting with basic medical tasks under the supervision of a registered nurse or other healthcare professional. This position is critical in ensuring the comfort, safety, and well-being of patients receiving care in their homes.

- Help patients with personal hygiene tasks such as bathing, grooming, oral care, and toileting.
- Provide assistance with mobility, including transferring, positioning, and ambulation as needed.
- Provide feeding assistance to patients who require help with eating or drinking, ensuring proper nutrition and hydration.
- Assist patients with medication administration, including opening medication containers, handing pills, and providing water as needed.
- Measure and record vital signs such as temperature, pulse, respiration rate, and blood pressure under the direction of a registered nurse or healthcare professional.
- Provide companionship and emotional support to patients, engaging in conversation, activities, and social interaction to promote mental and emotional well-being.

HHA - Home Health Aide

The Home Health Aide (HHA) plays a fundamental role in providing essential personal care and support to patients who require assistance with activities of daily living (ADLs) and instrumental activities of daily living (IADLs) in the comfort of their own homes. Working under the supervision of a registered nurse or other healthcare professional, the HHA helps to promote the independence, safety, and well-being of patients receiving home health care services.

- Assist patients with personal hygiene tasks such as bathing, showering, grooming, oral care, and toileting.
- Encourage and support patients in performing range of motion exercises and other prescribed mobility exercises.
- Assist patients with meal preparation, including planning, cooking, and serving nutritious meals based on their dietary preferences and restrictions.
- Remind patients to take prescribed medications according to their medication schedules.

- Assist with laundry, including washing, drying, folding, and putting away clothes and linens.
- Monitor and record patients' food and fluid intake, as well as any dietary changes or concerns.

Clinical Team

The Clinical Team consists of healthcare professionals who collaborate to provide comprehensive and coordinated care to patients in their homes. This interdisciplinary team plays a critical role in assessing patients' needs, developing individualized care plans, and delivering skilled medical services to promote optimal health outcomes and quality of life.

- Conduct comprehensive assessments of patients' medical, functional, and psychosocial needs in the home environment.
- Assess patients' psychosocial needs, social support systems, and environmental factors that may impact their health and well-being.
- Facilitate communication and collaboration among members of the clinical team, including nurses, therapists, social workers, and other healthcare professionals.
- Communicate regularly with patients, families, and caregivers to provide updates on the patient's progress, address concerns, and promote adherence to the care plan.
- Coordinate care transitions, discharge planning, and long-term care arrangements in collaboration with patients, caregivers, and other healthcare providers.
- Coordinate physical therapy, occupational therapy, speech therapy, and other rehabilitative services as needed to help patients regain or maintain functional independence.

Nurse

The Nurse is responsible for delivering skilled nursing services to patients in their homes, collaborating with interdisciplinary team members, and promoting continuity of care to support patients' health and well-being in the community setting.

- Provide skilled nursing services such as wound care, medication management, intravenous therapy, catheter care, and disease management in accordance with physician orders and evidence-based practice guidelines.
- Conduct thorough assessments of patients' physical, emotional, and psychosocial needs in the home environment, including comprehensive health histories and ongoing monitoring of health status.
- Collaborate with interdisciplinary team members, including therapists, social workers, home health aides, and other healthcare professionals, to ensure coordinated and holistic care delivery.
- Perform clinical procedures safely and competently, adhering to infection control protocols, patient safety standards, and regulatory requirements.
- Communicate regularly with patients, families, and caregivers to provide updates on the patient's progress, address concerns, and promote adherence to the care plan.

Staffing

The Staffing Coordinator is responsible for managing the needs of the organization, ensuring adequate coverage for patient visits, and coordinating schedules for healthcare professionals to optimize efficiency and meet patient care requirements.

- Coordinate and manage the scheduling of patient visits and caregiver assignments based on patient needs, staffing availability, and organizational priorities.
- Monitor and adjust schedules as needed to accommodate changes in patient condition, caregiver availability, or unexpected events.
- Coordinate orientation and onboarding activities for new hires, providing training on policies and procedures.
- Collaborate with clinical and administrative teams to ensure effective communication and coordination of care delivery.
- Serve as the primary point of contact for staff members regarding scheduling inquiries, shift changes, and other staffing-related issues.

Office Assistant

The Office Assistant provides administrative support to the clinical and administrative teams, assisting with various office tasks to ensure the smooth operation of the organization and the delivery of high-quality care to patients in their homes.

- Assist with the intake process for new patients, collecting demographic information, insurance details, and medical history forms as required.
- Maintain accurate and up-to-date appointment calendars, ensuring that patient visits are coordinated efficiently and effectively.
- Answer incoming calls, take messages, and route calls to the appropriate staff members, ensuring timely and accurate communication.
- Assist with scheduling patient visits, coordinating appointments, and updating schedules for healthcare professionals using scheduling software or systems.
- Assist patients and caregivers with billing inquiries, payment arrangements, and financial assistance programs as needed.

Organization Settings

The user can update the Organization information under Organization Settings. It has features like Logo Settings, Invoice Settings, Billing Settings etc.

Organization Settings

Forms Library

Cancel

Save

Organization Information

Organization Name *

Myezcare2

Support Email *

support@myezcare.com

Address

Address

City

City

State

State Code

Zip Code

XXXXX

Time Zone *

(UTC-05:00) Eastern Time (US & Canada)

Site Miscellaneous Settings

Page Size *

50

Patient Resignature Needed

Yes

Google Drive Integration

Link Google Drive

MIF Settings

Appendix

Appendix

Description

Description

Revision

Revision

Site Logo Settings

Login Screen Logo*

Upload Image

Note*: Preferable resolution: 300px x 40px (7.5:1)

myEZcare

simple yet Powerful

Sidebar Logo*

Upload Image

Note*: Preferable resolution: 128px x 14px (7:1)

Fav Icon*

Upload Image

Note*: Preferable resolution: 32px x 32px (1:1)

Template Logo*

Upload Image

Note*: Preferable resolution: 600px x 200px (3:1)

Invoice Settings

Invoice Generation Frequency

Visit Wise

Invoice Tax Rate

0

Invoice Due Days

0

Invoice Notes

Invoice Notes

Bill to Payor

Include Patient Address

Include Patient DOB

Include Addressline 1


Include Addressline 2

Include AddressZip

The Billing option gives us information about the list of Invoices generated in the software.

Log Out

By clicking the "Log Out " button, the user can prevent unauthorized access to the account, reducing the data breeches and maintaining online privacy.




Login into account


Use your credentials to access your account.

☐ Remember

[Forgot Password?](#)

LOGIN

 GET IT ON
Google Play

 Download on the
App Store

Announcement

What's new in Ver. 2.1.36

Posted On: 6/24/2023

Bugs:

- Some UI Issues fixed on referral timeslot issues like days dropdown and +1 day etc.


Features:


- On Adult Daycare –Added option for skipping patient task list, and it's based on permission. When we click on the clock-out button then asking Do we want to Skip the Attendance Patient Task if **select yes then skip the task list and redirect to the clock-out page** if select no then it renders to the task list page.
- Change Schedule hyperlink added in the ClockIn Out list on Dashboard. Here user can change the scheduled employee and time.
- Patient schedule days name information added on a patient schedule list, And also here we can get schedule-related complete information and we can assign the schedule to another employee.

Your feedback is very valuable to us to improve the features and enhancement. Please provide your feedback by emailing us at helpdesk@myezcare.com

Hide Features

The four line in the Dashboard is used to hide the Feature names in the Dashboard screen.





Clock-In-Out 00:00:00 ? HOME CARE MASTER

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS *beta*

CLIENT

SCHEDULING

TIME SHEET

BILLING

MESSAGES

REPORTS

ATTENDANCE *beta*

SETTINGS

2

Total Schedule

0

Inprogress

2

Missed Schedule

0

Complete

0

Over Time

0

Patient - New

2

Active Patient

1

Not Scheduled

0

Unread Messages

0

Pending Time Sheet

0

Prior Auth. Expiring

1

Prior Auth. Expired

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 2

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Employee

Service

Service

Location

Location

Time Slot(s)

Time Slot(s)

Status

Status

Start Date

10/10/2023

End Date

10/10/2023

Search

Reset

View Map

Broadcast

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/> waris, itaza	Clark, Samuel	Respite Care	8978766555	10/10/2023 08:00 am	10/10/2023 01:00 pm	✗	✗	Change Schedule
<input type="checkbox"/> waris, itaza	Hernandez, Brown	Personal Care	8978766555	10/10/2023 08:00 am	10/10/2023 11:00 pm	✗	✗	Change Schedule

Now, the Features name is not visible in the Dashboard screen and we can work in the large screen.

Navigation icons on the left: Home, Users, Add, Calendar, Reports, Settings, Help, Logout.

Top right: Clock-In-Out 00:00:00, ? (Help), HOME CARE, MASTER.

Summary Cards:

2	0	2	0	0	0
Total Schedule	Inprogress	Missed Schedule	Complete	Over Time	Patient - New
2	1	0	0	0	1
Active Patient	Not Scheduled	Unread Messages	Pending Time Sheet	Prior Auth. Expiring	Prior Auth. Expired

Summary Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 2 INPROGRESS - 0 MISSED - 2 COMPLETE - 0

Filters: Employee, Service, Location, Time Slot(s), Status, Start Date, End Date.

Buttons: Search, Reset, View Map, Broadcast.

Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/> waris, itaza	Clark, Samuel	Respite Care	8978766565	10/10/2023 08:00 am	10/10/2023 01:00 pm	X	X	Change Schedule
<input type="checkbox"/> waris, itaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	X	X	Change Schedule

Clock-In-Out

The Staff Attendance can be maintained by using the option Clock-In-Out. The details can be viewed in Settings >> Attendance >> Calendar.

Navigation icons on the left: Home, Users, Add, Calendar, Reports, Settings, Help, Logout.

Top right: Clock-In-Out 00:00:00, ? (Help), HOME CARE, MASTER.

Summary Cards:

3	0	3	0	0	0
Total Schedule	Inprogress	Missed Schedule	Complete	Over Time	Patient - New
8	3	8	29	2	0
Active Patient	Not Scheduled	Unread Messages	Pending Time Sheet	Prior Auth. Expiring	Prior Auth. Expired

Summary Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 3 INPROGRESS - 0 MISSED - 3 COMPLETE - 0

Filters: Employee, Service, Location, Time Slot(s), Status, Start Date, End Date.

Buttons: Search, Reset, View Map, Broadcast.

Support

The Support option is used to view the knowledge base documents of the Application.

Navigation icons on the left: Home, Users, Add, Calendar, Reports, Settings, Help, Logout.

Top right: Clock-In-Out 00:00:00, ? (Help), HOME CARE, MASTER.

Summary Cards:


3	0	3	0	0	0
Total Schedule	Inprogress	Missed Schedule	Complete	Over Time	Patient - New
8	3	8	29	2	0
Active Patient	Not Scheduled	Unread Messages	Pending Time Sheet	Prior Auth. Expiring	Prior Auth. Expired

Summary Bar: CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 3 INPROGRESS - 0 MISSED - 3 COMPLETE - 0

Filters: Employee, Service, Location, Time Slot(s), Status, Start Date, End Date.

Buttons: Search, Reset, View Map, Broadcast.

The user has to Sign up to view the knowledge base documents.



[Sign up](#) [Log in](#)

Log In

Email

Password

[Forgot Password?](#)

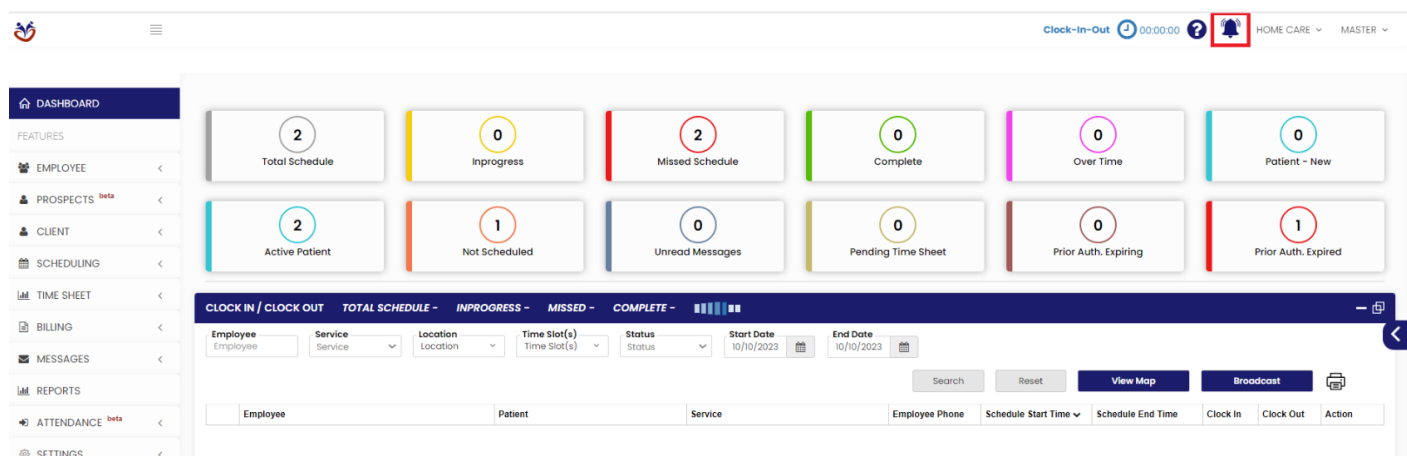
☐ Remember Me

[Don't have an account?](#)

Notification

The Notification Bell option represents to Notify messages in the system.

This option is currently in progress within the application.



myEZcare dashboard interface showing various metrics and navigation options.

Navigation Menu:

- DASHBOARD
- FEATURES
- EMPLOYEE
- PROSPECTS *beta*
- CLIENT
- SCHEDULING
- TIME SHEET
- BILLING
- MESSAGES
- REPORTS
- ATTENDANCE *beta*
- SETTINGS

Top Right: Clock-In-Out 00:00:00, Notification Bell (highlighted), HOME CARE, MASTER

Metrics:

Metric	Value
Total Schedule	2
Inprogress	0
Missed Schedule	2
Complete	0
Over Time	0
Patient - New	0
Active Patient	2
Not Scheduled	1
Unread Messages	0
Pending Time Sheet	0
Prior Auth. Expiring	0
Prior Auth. Expired	1

Filters: CLOCK IN / CLOCK OUT, TOTAL SCHEDULE, INPROGRESS, MISSED, COMPLETE

Search and Action Buttons: Search, Reset, View Map, Broadcast

Table Headers: Employee, Service, Location, Time Slot(s), Status, Start Date, End Date, Employee Phone, Schedule Start Time, Schedule End Time, Clock In, Clock Out, Action

Care Type

The user can choose the type of care by using the dropdown option on the top right corner in the software.



Clock-In-Out

00:00:00



HOME CARE

MASTER

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS *beta*

CLIENT

SCHEDULING

TIME SHEET

BILLING

MESSAGES

REPORTS

ATTENDANCE *beta*

SETTINGS

2
Total Schedule

0
Inprogress

2
Missed Schedule

0
Complete

0
Over Time

HOME CARE
CASE MANAGEMENT
DAY CARE
R A L

Patient - New

2
Active Patient

1
Not Scheduled

0
Unread Messages

0
Pending Time Sheet

0
Prior Auth. Expiring

1
Prior Auth. Expired

CLOCK IN / CLOCK OUT TOTAL SCHEDULE - 2 INPROGRESS - 0 MISSED - 2 COMPLETE - 0

Employee	Service	Location	Time Slot(s)	Status	Start Date	End Date			
Employee	Service	Location	Time Slot(s)	Status	10/10/2023	10/10/2023			
							Search	Reset	View Map Broadcast
<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	waris, itaza	Clark, Samuel	Respite Care	8978766565	10/10/2023 08:00 am	10/10/2023 01:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	waris, itaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	✗	✗	Change Schedule