Employee

Our system allows for the secure and centralized storage of all employee information and documents. Accessible only to authorized personnel, this feature ensures data confidentiality and compliance with data protection regulations.

- New Employee
- Employee Document
- Employee Schedule
- Employee Personal Time Off, Calendar & Notes
- Employee Certificate, Checklist and Preferences
- Employee List

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.

Account Status: Locked / UnLocked

If the Account of any Employee has been locked due to incorrect password in Web Application and Myezcare EVV Mobile App, the Super Admin or Administrator who has the access for adding and

editing the employee details can unlock the account in Employee Information.

Update Location: Yes / No

If the Employee facing difficulties in Clocking In at patient's home due to Geographical Coordinates Mismatch (usually when the Apartment Complex is Big), the Super Admin or the Administrator having access in Employee Information can give access in Update Location Yes for the Employee to update the location of the employee in Myezcare EVV mobile app. The user can deny the access of Update Location later when the Employee has successfully Clocked In.

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.
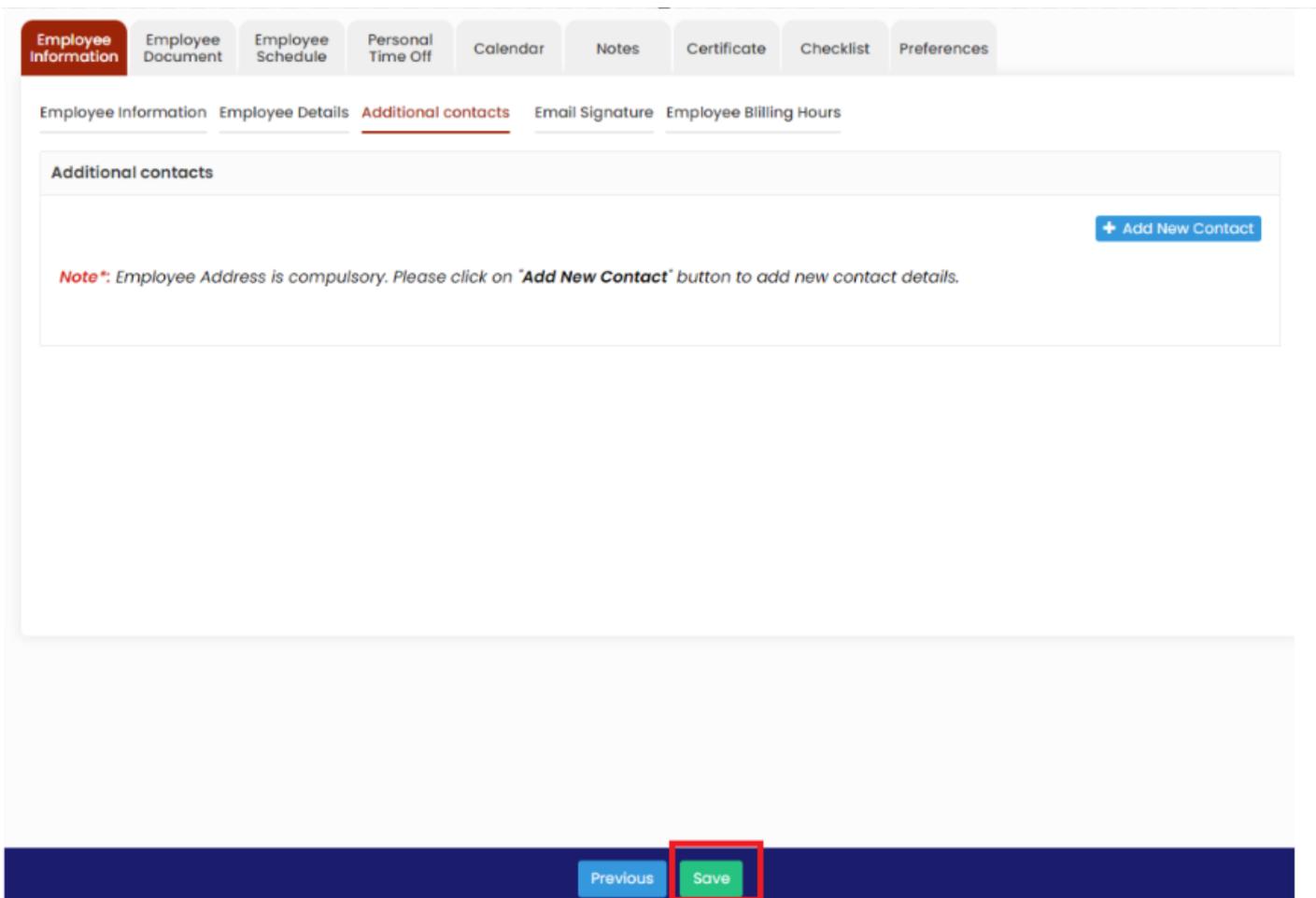
Editing Employees Information

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 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

Refresh | Active ⌄ | Select ⌄ | **+ Add Employee**

Employee ID: Employee ID | Name: Name | Email: Email | Designation: Designation ⌄ | Role: Select Role ⌄ | Mobile Number: Mobile Number | Group(s): Select ⌄ | Search | Reset

		Employee ID	Name ∧	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
☐	T	006	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	✗	✎ 🗑
☐	D	E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	✎ 🗑
☐	M	Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	✎ 🗑
☐	W	William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✔	✎ 🗑
☐	J	James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	✎ 🗑
☐	M	DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	✎ 🗑
☐	F	12398	fayyaz m	fahadneymarjr@gmail.com	Administrator	PCA/CNA	(031) 311-1019		✗	✎ 🗑
☐	J	James123	James Smith	jamessmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	✎ 🗑
☐	R	Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	✎ 🗑
☐	A	E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALex	✔	✎ 🗑

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

Employee Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences

Employee Information | Employee Details | Additional contacts | Email Signature | Employee Bliling Hours

HOMELEIGH NURSING SERVICES

test demo
Caregiver
EMP Id : e-6

Signatue

Powered by 🔥 Myezcare LLC

Print

Employee Information

Designation
Caregiver ⌄

Employee ID*
e-6

First Name*
test

Middle Name
Middle Name

Last Name*
demo

Email*
akamal@myezcare.com

Date Of Birth ❓ *
01/01/1990 📅

Gender*
Female ⌄

Hire Date ❓ *
01/01/2023 📅

Facility
Test ⌄

Address*
1547 Elevado Street

Apartment No
Apartment No

City*
Los Angeles

Postal Code*
9002

Province*
Eastern Cape ⌄

Province Registration ID
Province Registration ID

Professional License Number
Professional License Number

Latitude
34.0869178

Longitude
-118.2730831

Group(s)
Select ⌄

Account Status
Locked Unlocke

Update Location
Yes No

Cancel | Next

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

Employee Information   Employee Details   Additional contacts   Email Signature   Employee Blilling 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	new test, testing	(146) 549-8797	po box 1547, Stellenbosch, EC- 7600	newtest@gmail.com	Master, Admin	✎ ✕

Previous   Update

Resend Registration Email

The option Resend Registration Email in Employee Details is used to send Registration Email to Employee to access the Web Application. In the Registration Email, Click Set Password option to create the password for the Username mentioned in the email and access the application.

Employee Information   Employee Details   Additional contacts   Email Signature   Employee Bliling Hours

Username*

tdemo

Password

Password

Resend Registration Email

Role *

PCA/CNA

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

ID Number

xxxxxxxxxxxx

Confirm Password

Confirm Password

Mobile Number / IVR ID

(265) 548-7989

HHA NPI #

HHA NPI #

Service*

Respite Care, Personal Care Services, Respite Care, ...

Previous   Next

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 and click Save option.

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

Employee Document

The Employee documents may include certifications, employment contracts, and care plans, ensuring compliance with regulations and offering a comprehensive overview of the caregiver's qualifications and responsibilities.

Uploading Employee Document

The required documents of the Employee can be uploaded in the system by using the option Employee Document.

Employee Tab >> List >> Select Employee >> Employee Document

Select the type of document from the list and Click the Upload Documents option. The user can also Add New Folders and   Subfolders to upload the documents.
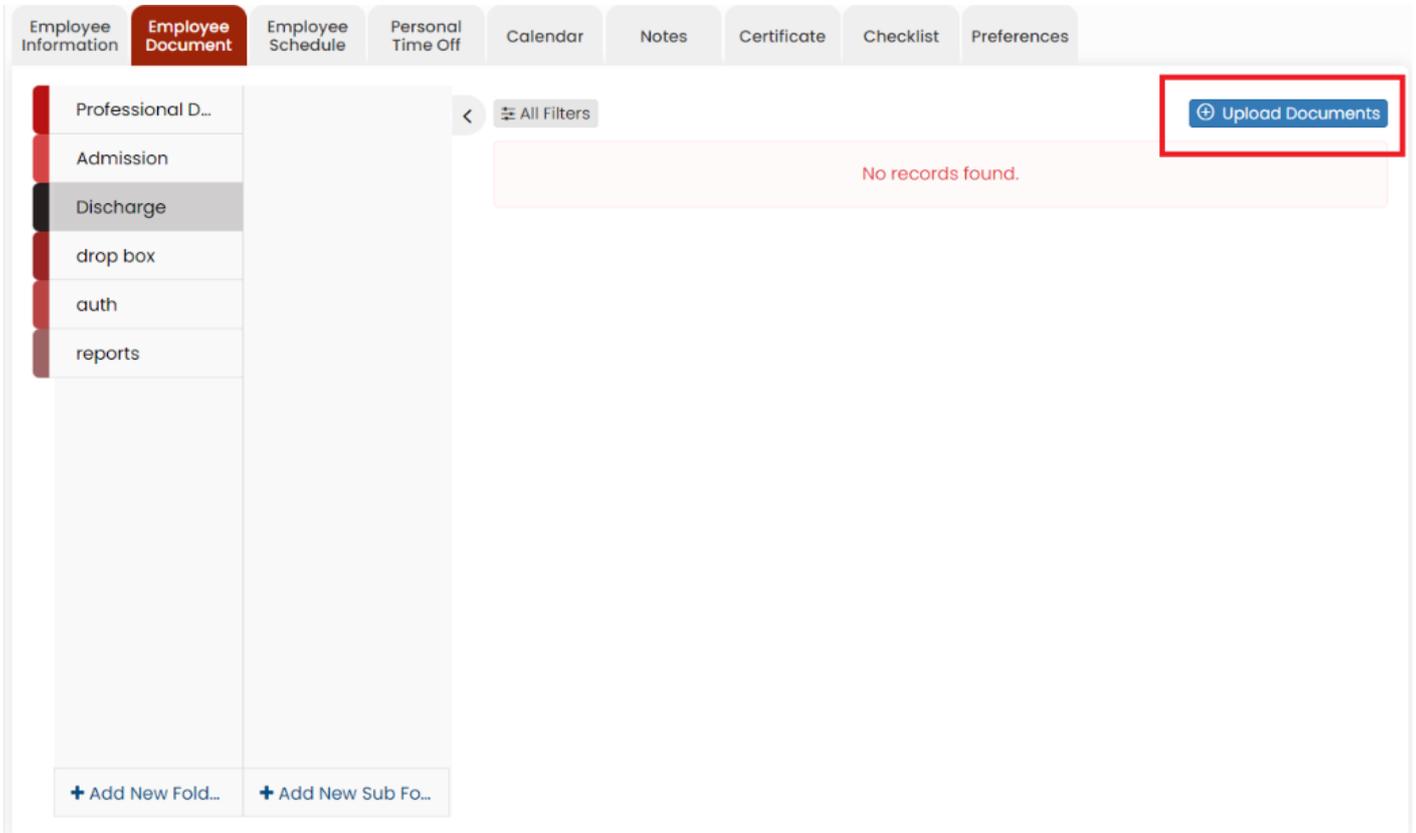
When we click upload documents, the following screen appears. The user can choose the options whether to Upload Scanned Documents or to Fill New form.
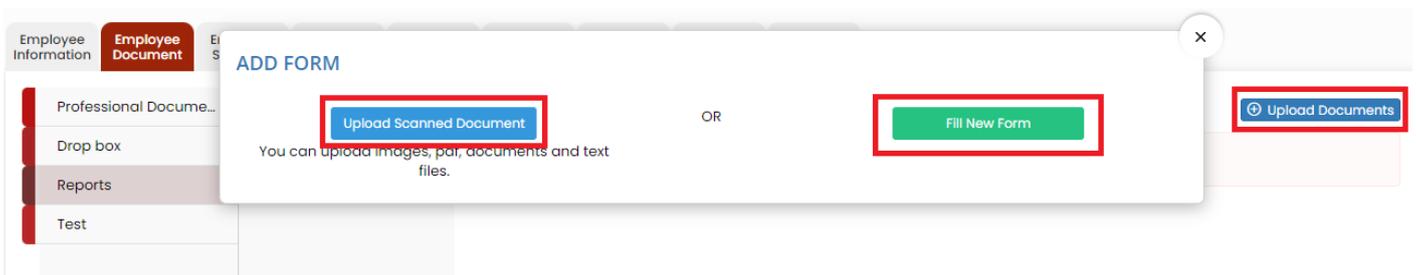
Upload Scanned Document option allows the user to upload the scanned documents as per requirement.
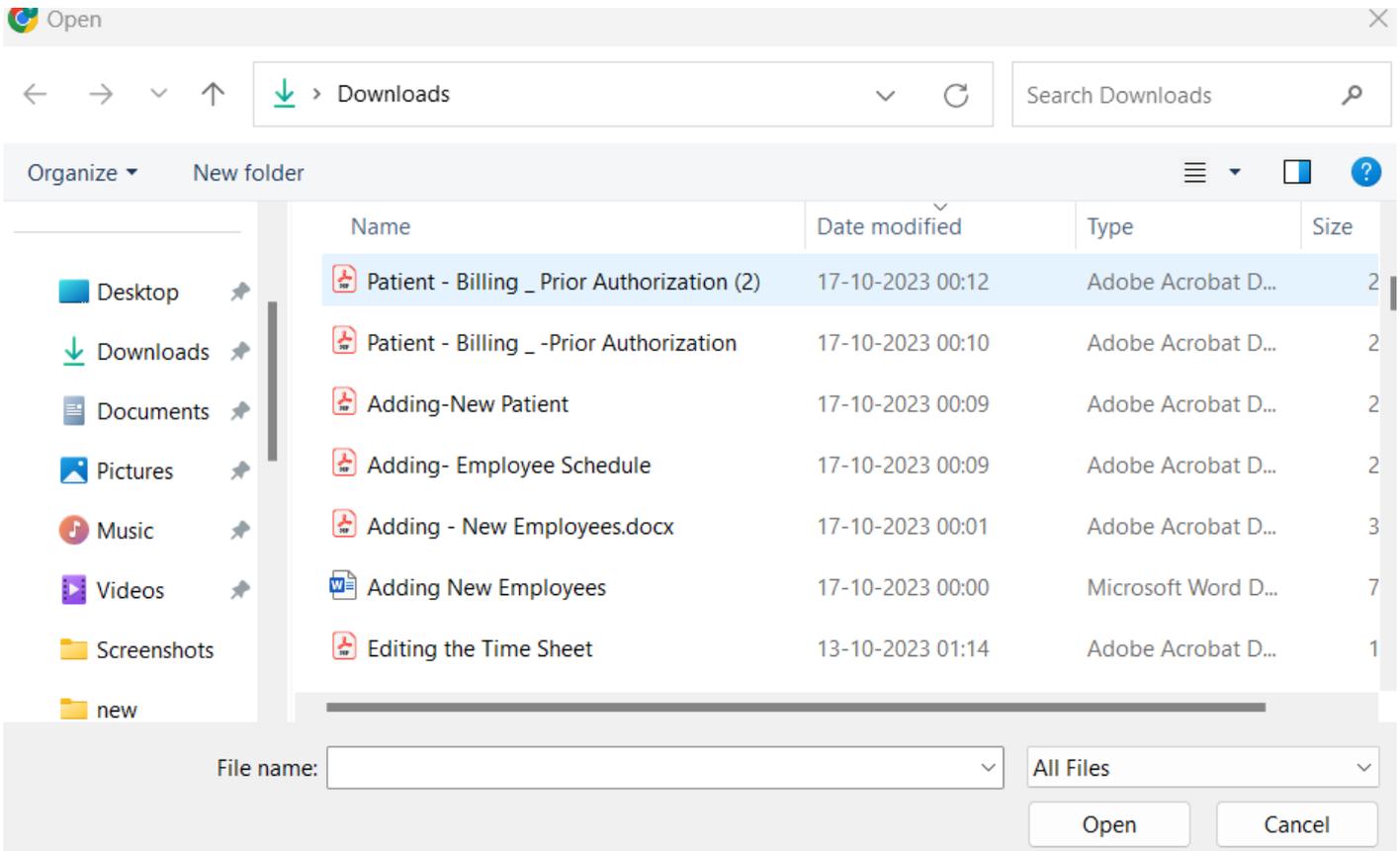
Fill New Form option allows the user to select the form from the list.
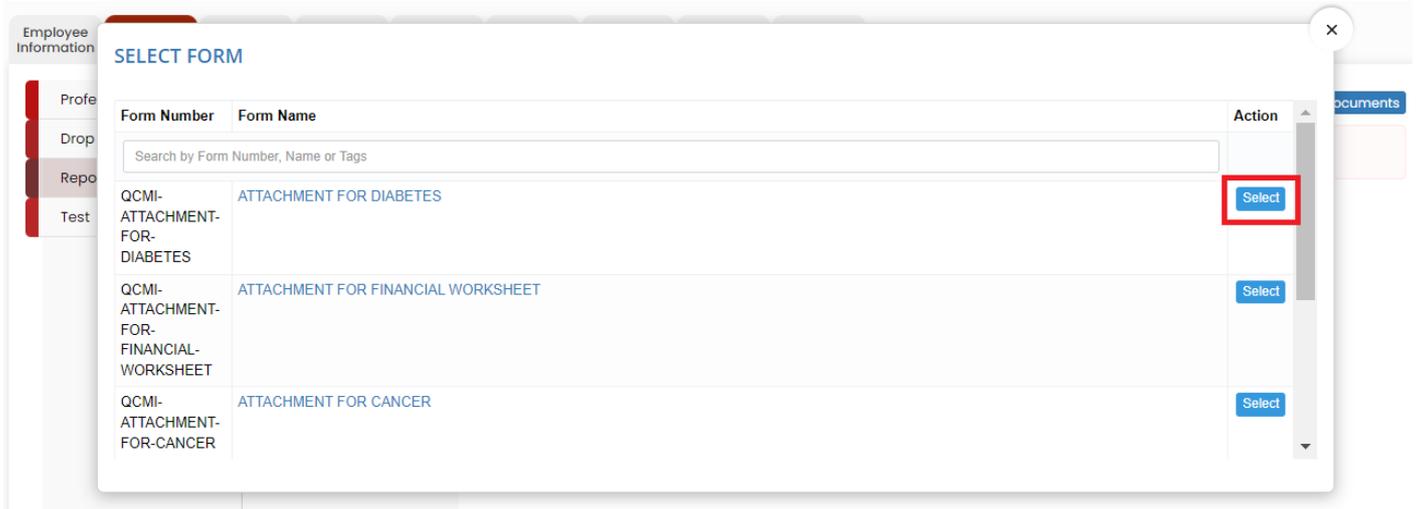
After selecting the form, the following pop-up appears whether to Map Form. Click Yes option if the user wants to preserve this preference for future use, if not Click No. The user can now edit the form and click save option.

The following screen appears, click Save option.
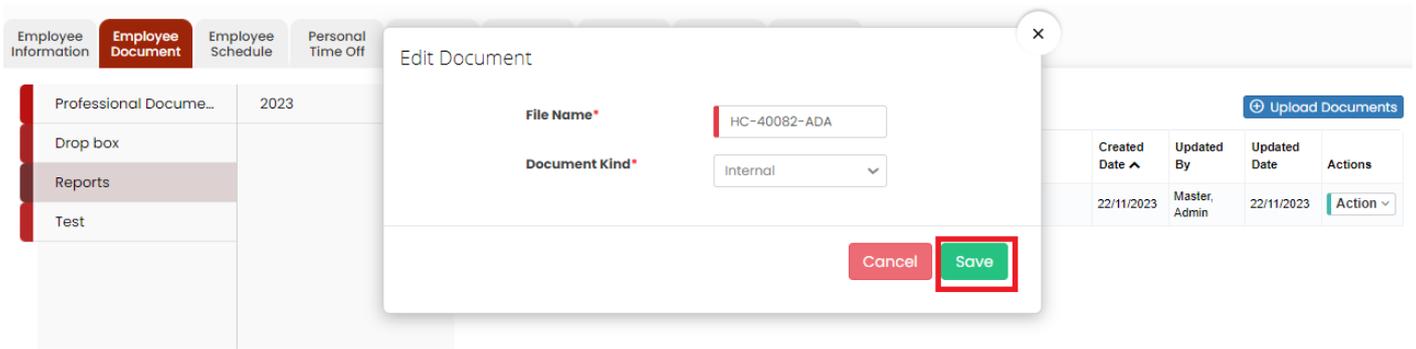
Under Action, we have the following options like Archive, Edit, Clone and Email.
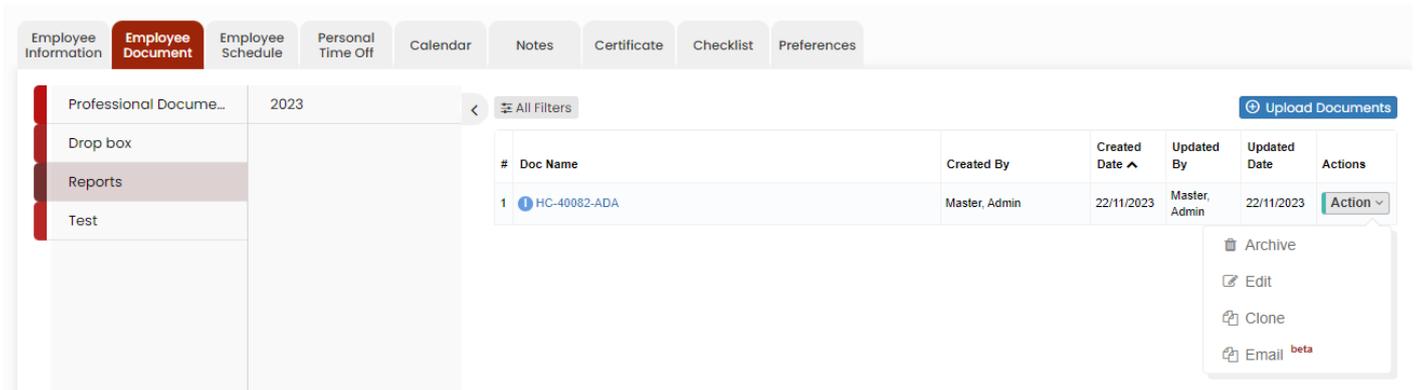
The features under Actions are :

- Archive
- Edit
- Clone
- Email

Archive

To Delete the uploaded document, click Archive option under Actions.
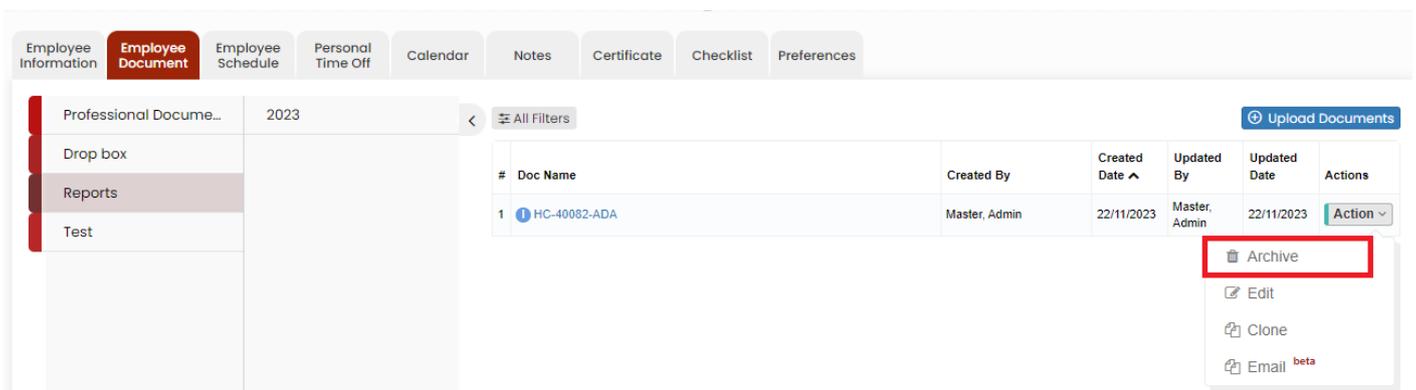
The following pop-up appears, click Yes to continue. The document will be deleted from the folder.
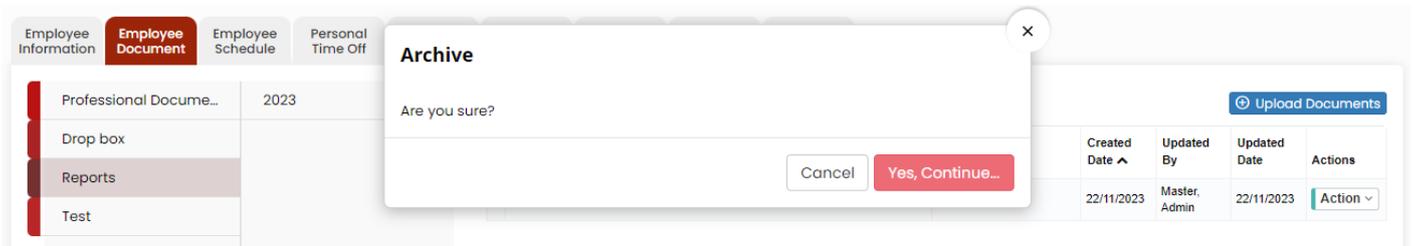
Restore deleted document

To Restore the deleted click All filters option.
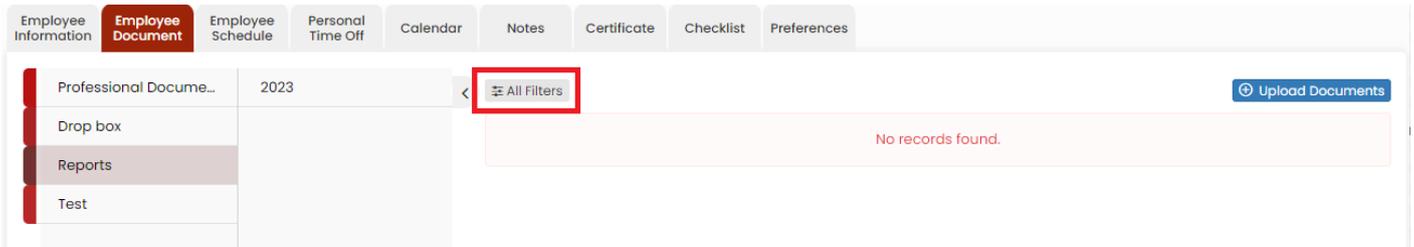
Select the Status Archive and click Search option.
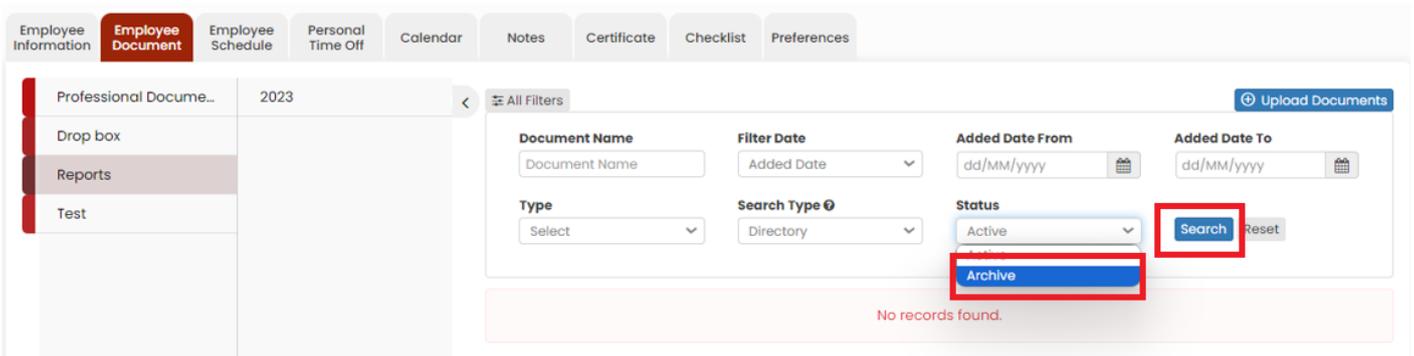
The deleted document is found in Archive Status. The user can click Active option under Action to Restore the deleted document.
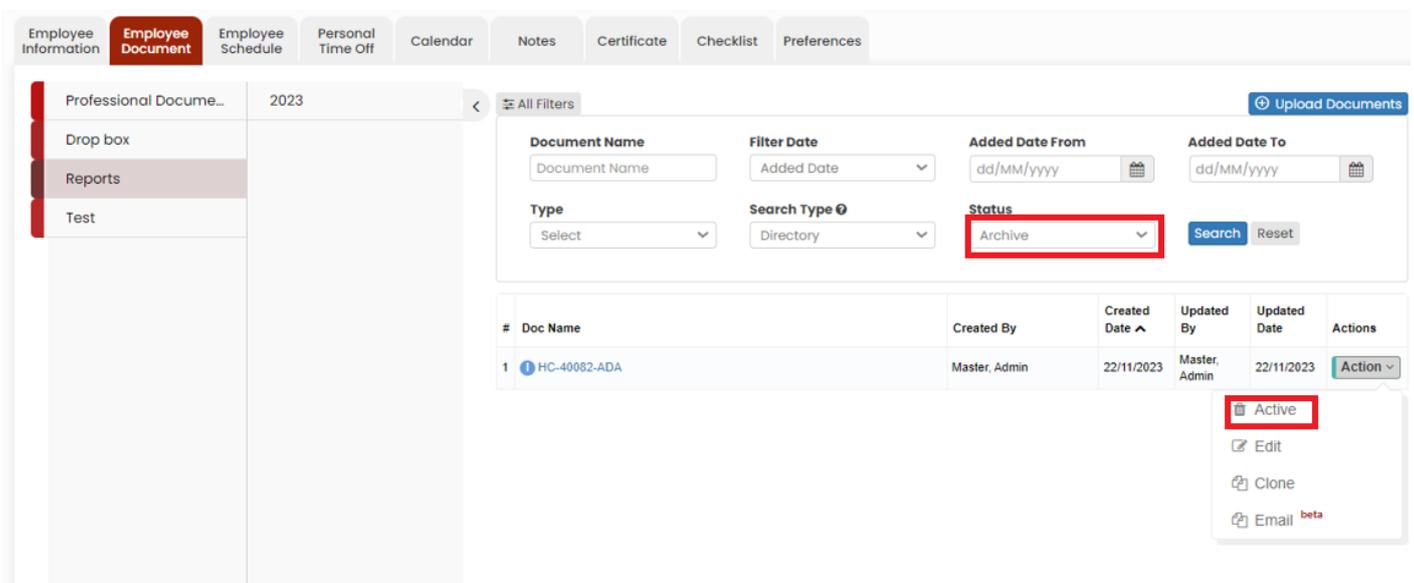
The document is now restored under Active Status in the system.

Edit

The Edit option is used to edit the information in the document. Click Edit option under Actions to make the changes in the document and click Save.

□ I have been advised to give a copy of my Advance Directives to my physician.

□ I understand that the Home Health Care Agency does not require that I develop Advance Directives in order to receive care.

□ I understand that I can make changes to my Advance Directives at any time.

Date	Date
MM/DD/YYYY 🛗	MM/DD/YYYY 🛗

Patient Signature	Nurse Signature
✖ Clear	✖ Clear

As [   ] does not have decision making capacity, I [   ] as the
Please Enter 30 Charactres Only.

(Patient Name)   (Name and Relationship to Patient)   representative, attest to the above information.
[   ]   [   ]

(Representative for Patient Signature)   Date

11/2/2023 🛗

✖ Clear

[🖨 Save]   Cancel   [🖨 PDF]

Clone Option

The Clone option is in progress within the application.

Email - **Beta (This is an optional beta feature, which may not be stable at this time. Use it at your own risk and we appreciate your valuable feedback to improve the user experience.)**

The Email option is used to send documents to patients and to get the electronic signature from the patient. Enter the required fields in the Send Email screen and Click Send option. The user can also send Attachments with the email.

Most of the options are under Beta in Send Email screen.

The patient will receive the email from the Employee to sign the document. The patient has to click Open Form option to Sign the document.

Hello ,

Note: To Open digital form please click on the below link.

http://████████myezcare.com/hc/form/OrbeonLoadHtmlForm?FormURL=/ezcare/HC-40082-ADA/edit/76ebc469f9744c042e6f51cc7c9775f4382dedbb?form-version=1&orbeon-embeddable=true&OrgPageID=ReferralDocument&IsEditMode=true&ReferralID=0&EmployeeID=52&FormName=[object HTMLInputElement]&OrganizationId=40177&UserId=47

OR

Open Form

Thank You.

After the signing the document, it has to be saved using the the Save option in the document. Now, the Employee can open the signed document in the application.

Adding New Folder in Employee document

Click + Add New Folder option in Employee document. The following screen appears, update the required information. Also in the option Show to All, if the user needs the folder name to be added for all the employee click Yes option. If the user wants the folder to be added only for the particular employee click No option.

Also the user can select the Roles to access the document and click Save option.

The folder Documents is added successfully to upload the required documents of the employee.
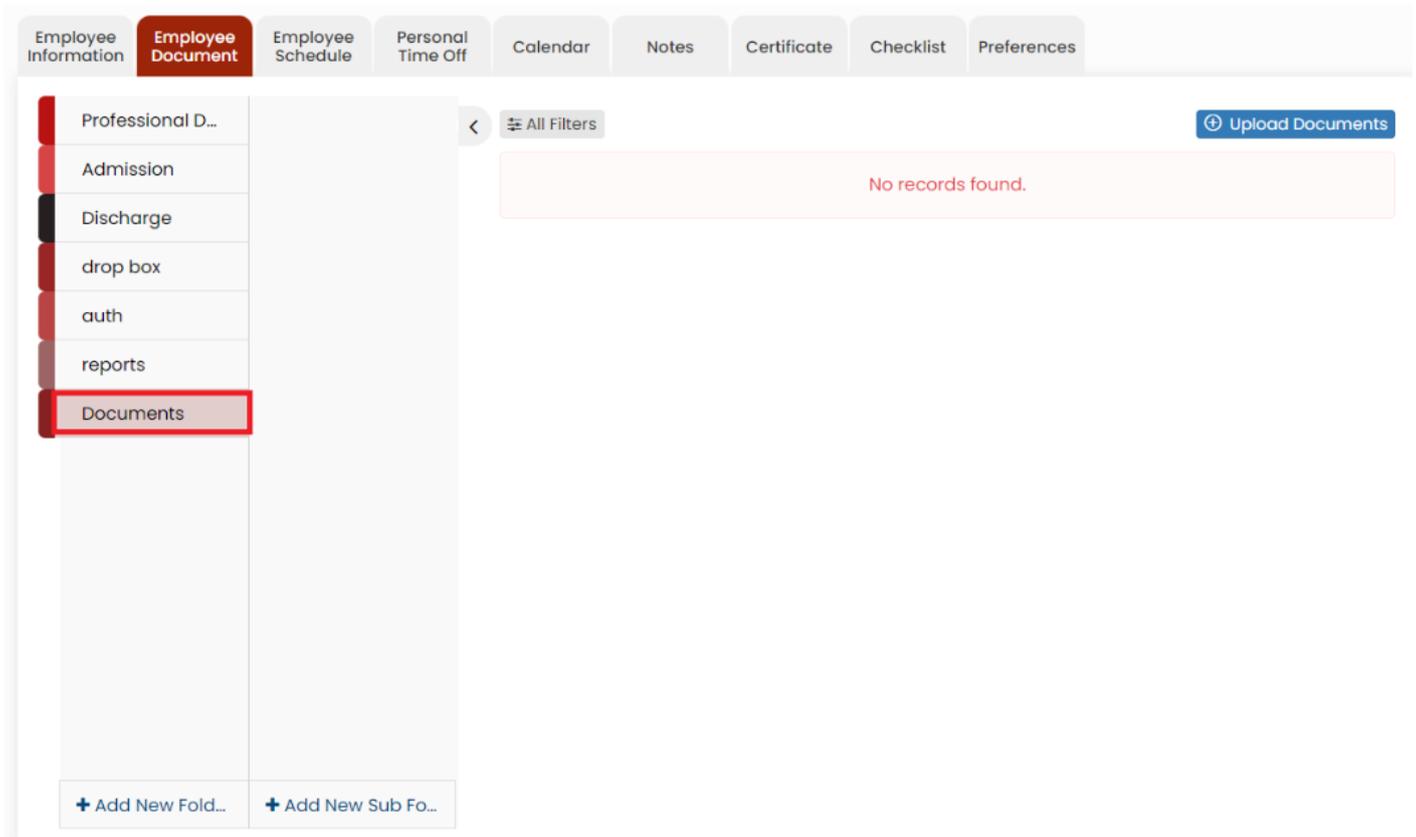
Adding New Sub Folder in Employee Document

Select the folder name and click the option +Add New Sub Folder option. The following screen appears, update the required information. Also in the option Show to All, if the user needs the Sub folder name to be added for all the employee click Yes option. If the user wants the folder to be added only for the particular employee click No option.

Also the user can select the Roles to access the document and click Save option.
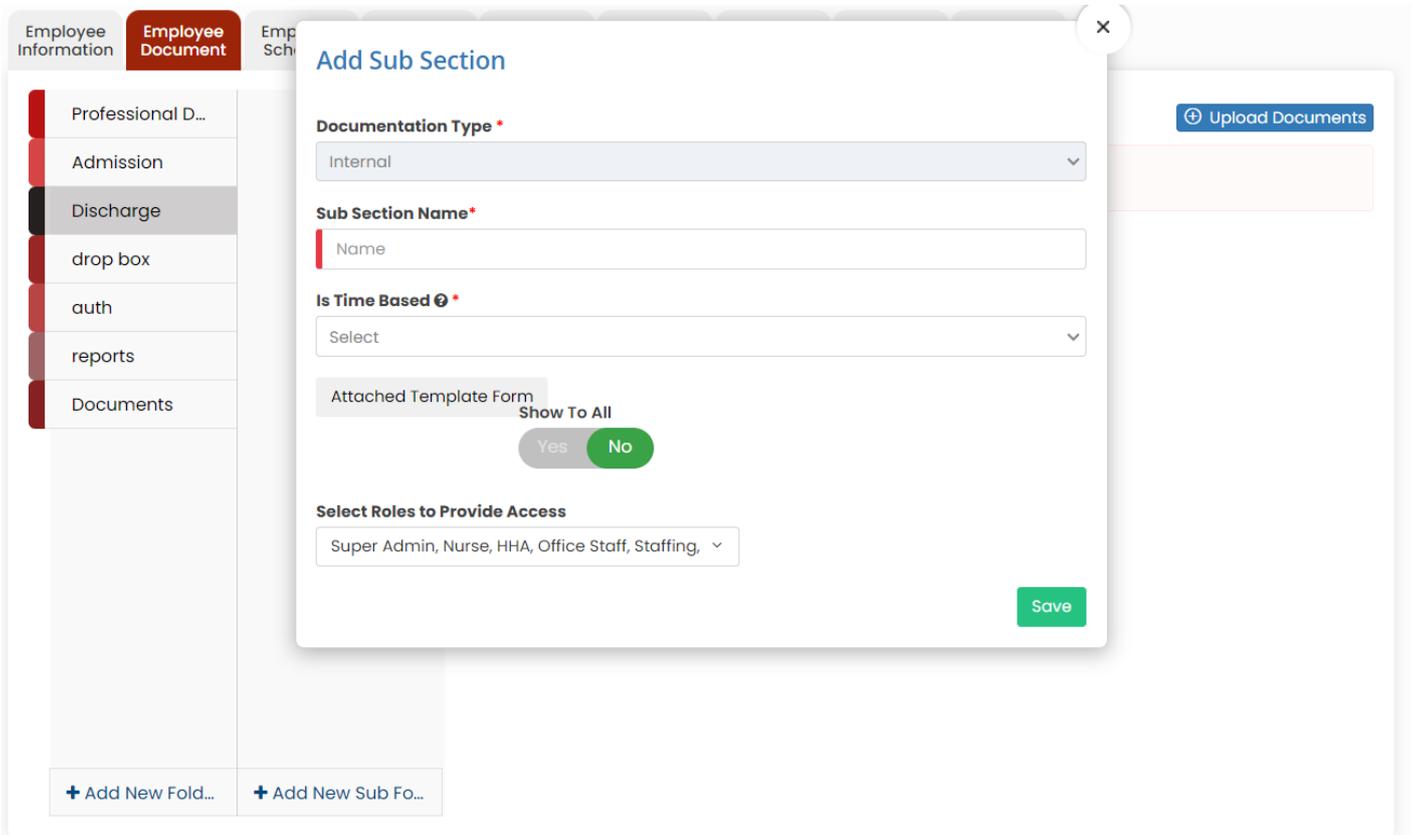
The Sub folder 2023 is now added under folder name Discharge to upload the required documents of the Employee.
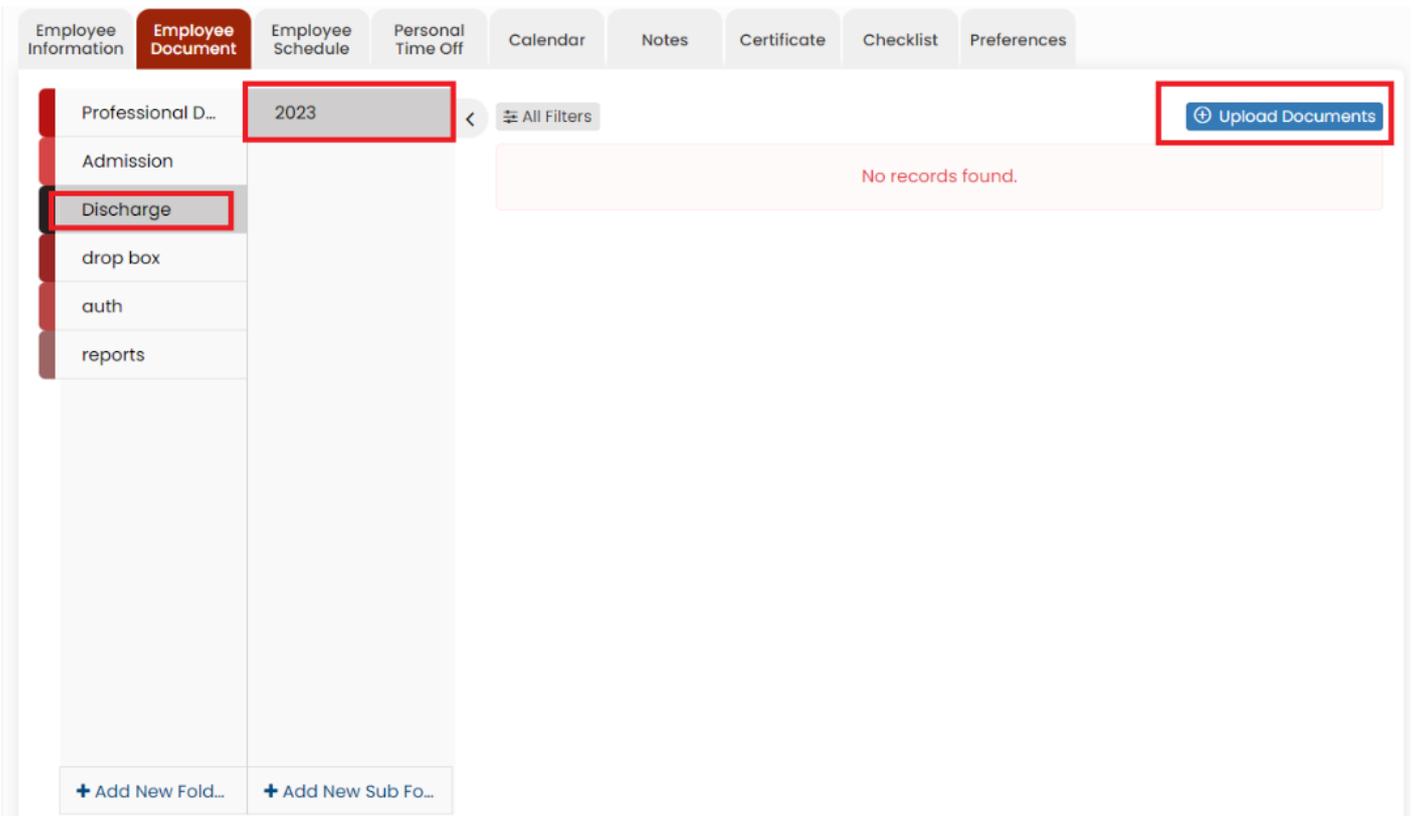
Employee Schedule

An employee schedule in home health care is a structured plan outlining staff work hours and compliance with regulations. It ensures continuous patient care, staff well-being, and communication to ensure quality care delivery.

Adding Employee Schedule

The user can update the Employee Schedule for their visits by selecting the +Add Employee Schedule button.

> **Employee Tab >> List >> Select Employee from List>> Employee Schedule or Employee Tab >> Schedule**

Click +Add Employee Schedule button, the following screen appears. Update the Start Date and End Date (optional) of the Schedule and Click Save & Add Time Slot button.

To Add the Time Slot of the Employee the user has to Select the Days, Start Time, End Time and check the option All Day or Is 24hrs of the Employee Schedule and Click Add.

The Time Slot of the Employee Schedule is created successfully with the required details.

Update Employee Schedule

Employee*
Marry Delna

Start Date*
05/02/2023

☑ End Date

End Date*
06/30/2023

[Update Schedule]

Add Time Slot

Day*
Select

Start Time*
Start Time

End Time*
End Time

All Day
☐

Is 24 Hrs?
☐

Notes
Notes

[Add]

Day	Start Time	End Time	All Day	Is 24 Hrs?	Notes	Action
Sunday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Monday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Tuesday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Wednesday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Thursday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Friday	12:00 AM	11:59 PM	✔	✘		✏ 🗑
Saturday	12:00 AM	11:59 PM	✔	✘		✏ 🗑

Showing 1 to 7 of 7 records

Employee Personal Time Off, Calendar & Notes

Employee Personal Time Off

The Employee PTO (Personal Time Off) can be updated by selecting the Personal Time Off Tab.

Employee Tab >> Personal Time Off (PTO)

Select the + Personal Time Off option. The following screen appears, update the required information of the Employee Time Off and Click Save.
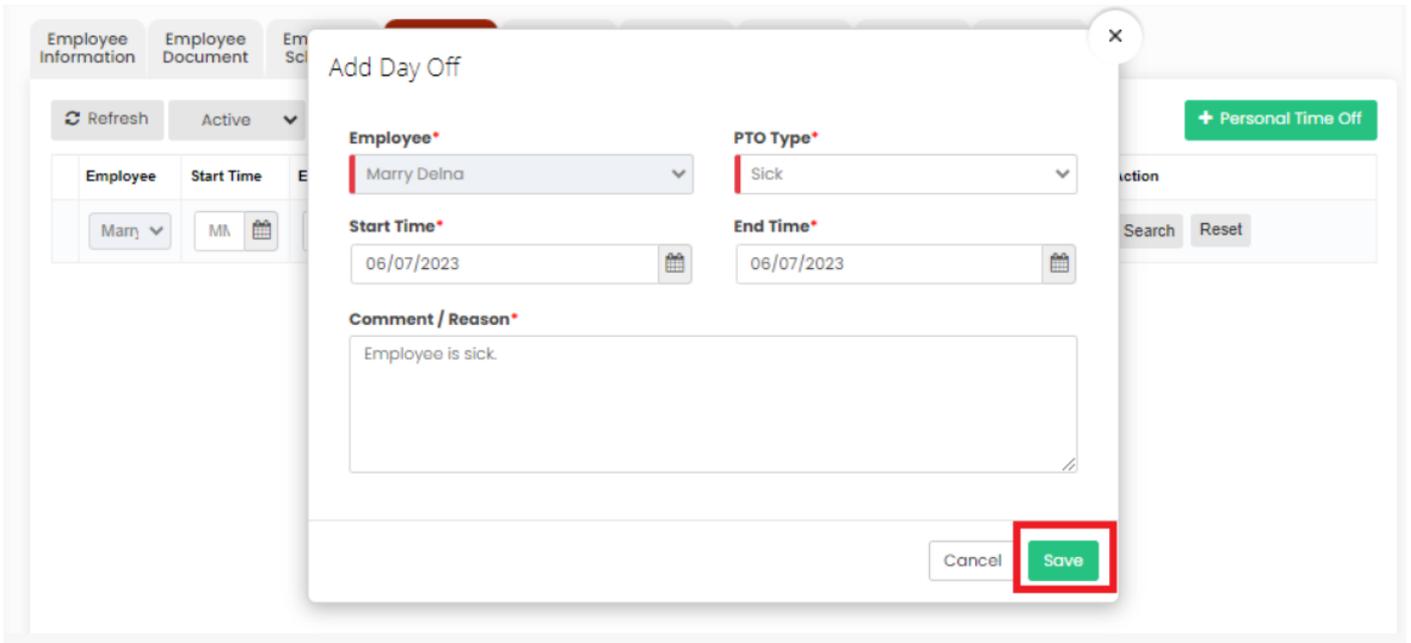
Employee Calendar

The user can view the Employee calendar for their scheduled visits. The Employee calendar has the details of the client name, Care type and the scheduled time.

Employee Tab >> Calendar
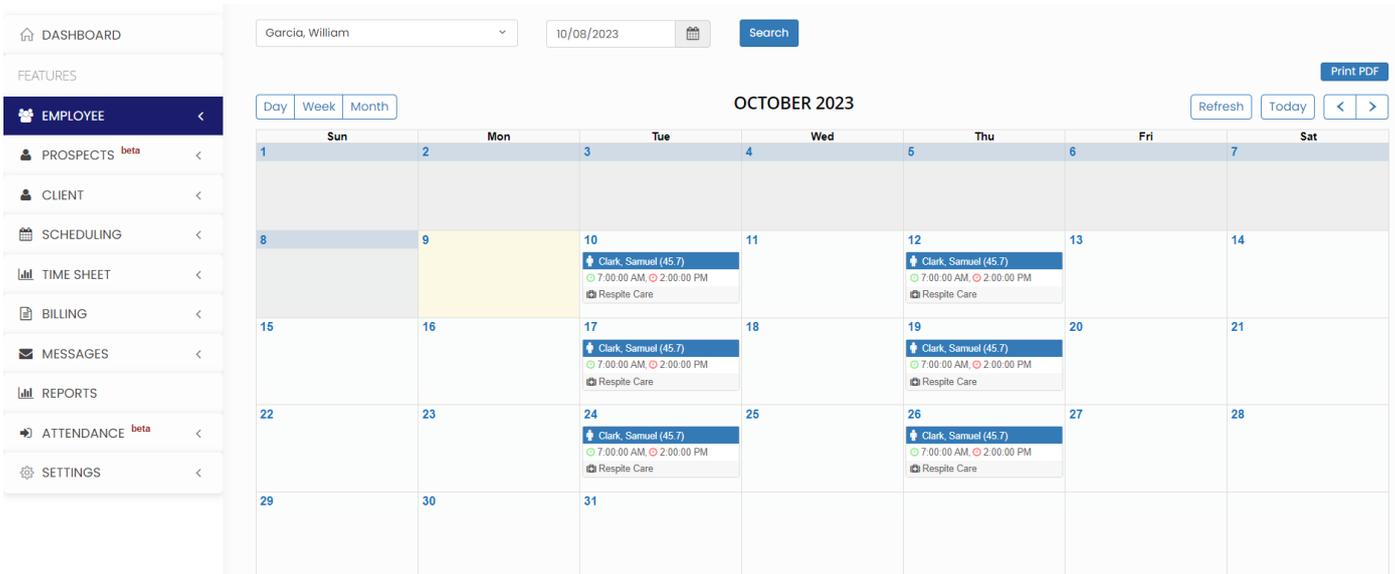
Employee Notes

The Notes Tab is used to add notes of the employee in the system. Click the option +Add Note. Select the required fields and update the notes of the employee and Click Save option.

| Employee Information | Employee Document | Employee Schedule | Personal Time Off | Calendar | Notes | Certificate | Checklist | Preferences |

+ Add Note

Add Note

Role*

Assignee is required

Assignee*

Assignee is required

Category

Category is required

isPrivate ☑

+ Add Note Sentence

Note*

Note

Cancel   Save

Employee Certificate, Checklist and Preferences

Employee Certificate

The Employee Certificate can be uploaded in the system by using the Certificate Tab. Click + Add Certificate option, update the required information and upload the Certificate.

Employee Tab >> List >> Employee Name >> Certificate

Employee Checklist

The user can check the documents in the checklist and update the Expiration date and Date of Completion in the checklist.

Employee Tab >> List >> Employee Name >> Checklist

Employee Preferences

The user can update the Employee Preferences by using the Preferences option. Check the Preferences from the list and click Save Notification Preferences option.

Employee Tab >> List >> Employee Name >> Preferences

Employee List

An employee list in home health care is a record of staff providing in-home clinical and non-clinical services.

Bulk update Employee Group

The Employee Group information can be bulk updated for the list of employees in the system. Click the check-box before the Employee ID in employee list and click Update Group.

Employee Tab >> List

The following screen appears, select the Group from list and click Save option.

Delete Employee

The Employee can be deleted from the system by using the option Delete in Employee List. Select the Employee name by using the check box and click delete option.

Employee Tab >> List

Restore Deleted Employee

Select Deleted from the dropdown box. The Deleted employee can also be restored in the system by using the option Active.

Click the check box for the employee to be restored and click Active option. Now, the deleted employee is successfully restored.