

# Scheduling

Scheduling in home healthcare refers to the process of planning and organizing the delivery of healthcare services to patients in their own homes. This involves creating a structured timetable for healthcare professionals, such as nurses, therapists, and caregivers, to visit patients and provide the necessary medical, or supportive care.

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# Calendar

A scheduling calendar is used to manage and coordinate appointments, visits, and care plans for patients in their homes. A scheduling calendar typically displays dates in a monthly or weekly grid format, with each day divided into time slots. This makes it easy to view and plan activities over a specific time frame.

## Scheduling Tab >> Calendar

The user can view the schedules of all the patients in this calendar.

Employee ^	Used Hrs	Alloc. Hrs	Remain. Hrs	
<input type="checkbox"/> Admin, Master	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Catts, Tanya	0	42	42	<input type="button" value="+"/>
<input type="checkbox"/> D, David	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Garcia, Maria	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Garcia, William	35	56	21	<input type="button" value="+"/>
<input type="checkbox"/> Johnson, James	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Lubel, Moshe	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Smith, James	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Smith, Robert	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> Toth, Alex	0	56	56	<input type="button" value="+"/>
<input type="checkbox"/> waris, irtaza	0	56	56	<input type="button" value="+"/>

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Day

Week

Month

OCT 8 - 14, 2023

Patients		Hrs	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14
<input checked="" type="checkbox"/> Clark, Samuel	Bulk Schedule 67%	42/63	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	8:00 - 13:00 waris, irtaza	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 +
<input checked="" type="checkbox"/> Hernandez, Brown	Bulk Schedule 0%	0/42		8:00 - 22:00 +	8:00 - 22:00 +	8:00 - 22:00 +	15:00 - 22:00 +	15:00 - 22:00 +	

Showing 11 of 11 records

The color in the calendar represents whether the schedules has been completed, confirmed, not scheduled, etc., as per the color indicator above the calendar on the screen.

# Change Schedule

For changing the schedules for any particular day, the user can click on the schedule time, the following screen appears, Click Change Schedule option.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today

Patients	Hrs	Su 29	Mo 30	Tu 31	We 1	Th 2	Fr 3	Sa 4
<input checked="" type="checkbox"/> Clark, Samuel Bulk Schedule 89%	56/63	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 Garcia, Willi...	

GARCIA, WILLIAM (William1122)
 Confirmed

William@gmail.com
 (789) 787-8778

Start Time : 7:00 AM
 Clock In Time :

End Time : 2:00 PM
 Clock Out Time :

Service : Respite Care
 Payor : Atena

Comment :

Change Schedule
 Note
 Edit
 Delete

Now, change the Employee name and the scheduled time if required and click Save option.

## Change Schedule

### Select Employee

### Schedule Start Time

### Schedule End Time

Cancel

Save

The selected Employee is now scheduled with the patient for the particular day and notification will be sent to the Employee.

☒ All Patients

Service Type

Partially Scheduled Patients

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Day Week Month

OCT 29 - NOV 4, 2023

Patients	Hrs	Su 29	Mo 30	Tu 31	We 1	Th 2	Fr 3	Sa 4
<input checked="" type="checkbox"/> Clark, Samuel Bulk Schedule 89%	56/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 Garcia, Willi...	
<input checked="" type="checkbox"/> Hernandez, Brown Bulk Schedule 0%	0/42		8:00 - 22:00 +	8:00 - 22:00 +	8:00 - 22:00 +			

# Patient Denied Service

Scheduling Tab >> Calendar

The patient denied service can be updated in the Scheduling calendar by simply clicking on the schedules of the day. The following screen appears, click Note option.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today

Patients	Hrs	Su 29	Mo 30	Tu 31	We 1	Th 2	Fr 3	Sa 4
<input checked="" type="checkbox"/> Clark, Samuel Bulk Schedule 89%	56/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 Garcia, Willi...	

GARCIA, WILLIAM (William1122) Confirmed

William@gmail.com (789) 787-8778

Start Time : 7:00 AM Clock In Time :  
 End Time : 2:00 PM Clock Out Time :  
 Service : Respite Care Payor : Atena  
 Comment :

Change Schedule Note Edit Delete

Now, click on the check box and update the Note for the denied service and click save option.

Note

☒ Patient Denied Service?

Note\*

Vacation

Cancel Save

The patient denied service details has been updated in the Scheduling calendar and we can view the details as Do not Schedule on the particular day.

☒ All Patients
 10/29/2023
 Service Type

clark
 All Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 OCT 29 - NOV 4, 2023
 Refresh Today < >

Patients	Hrs	Su 29	Mo 30	Tu 31	We 1	Th 2	Fr 3	Sa 4
<input checked="" type="checkbox"/> Clark, Samuel <a href="#">Bulk Schedule</a> 78%	49/63	7:00 - 14:00 Smith, James	7:00 - 14:00 Do Not Sch...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, William
						15:00 - 22:00 +	15:00 - 22:00 Garcia, Willi...	

# Delete Schedule

## Scheduling Tab >> Calendar

The Schedules for a particular day can be deleted in the system. Click on the schedule, the following screen appears, click Delete option.

☒ All Patients
 10/29/2023
 Service Type

Search Patient...
 Partially Scheduled Patients
 Search

Confirmed Not Scheduled Is Denied Completed On hold Approval Required Virtual Visits
 Print PDF

Day Week Month
 Refresh Today < >

Patients	Hrs	Th 2	Fr 3	Sa 4
<input checked="" type="checkbox"/> Clark, Samuel <a href="#">Bulk Schedule</a> 67%	42/6	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 Garcia, Willi...	7:00 - 14:00 +
<input checked="" type="checkbox"/> Hernandez, Brown <a href="#">Bulk Schedule</a> 0%	0/42	15:00 - 22:00 +	15:00 - 22:00 +	
<input checked="" type="checkbox"/> T, Rahul <a href="#">Bulk Schedule</a> 0%	0/49	7:00 - 14:00 +	7:00 - 14:00 +	7:00 - 14:00 +

**GARCIA, WILLIAM** (William1122)
 Confirmed

✉: William@gmail.com ☎: (789) 787-8778

**Start Time :** 7:00 AM **Clock In Time :**  
**End Time :** 2:00 PM **Clock Out Time :**  
**Service :** Respite Care **Payor :** Atena  
**Comment :**

[Change Schedule](#)
[Note](#)
[Edit](#)
[Delete](#)

The schedule with the employee gets deleted from the Timeslot and we can reassign the schedules to different employee in the system.

☒ All Patients

11/05/2023

Service Type

brow

Partially Scheduled Patients

Search

Confirmed

Not Scheduled

Is Denied

Completed

On hold

Approval Required

Virtual Visits

Print PDF

Day

Week

Month

NOV 5 - 11, 2023

Refresh

Today

<

>

Patients	Hrs	Su 5	Mo 6	Tu 7	We 8	Th 9	Fr 10	Sa 11
<div><input checked="" type="checkbox"/> Hernandez, Brown</div> <div><div>Bulk Schedule</div><div>0%</div></div>	0/42		<div>8:00 - 22:00</div> <div>+</div>	<div>8:00 - 22:00</div> <div>+</div>	<div>8:00 - 22:00</div> <div>+</div>			

# Nurse Calendar

A nurse calendar is a tool for managing the schedules of home care nurses. It helps to coordinate patient visits, track medication schedules, and plan caregiver shifts. This calendar ensures timely and personalized care for patients in the comfort of their homes while optimizing nurse staffing.

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.

## Adding Nurse Schedule

Scheduling >> Nurse Calendar

Click Add Schedule option to update the schedule for the Nurse on the calendar.

Nurse Calendar

All Service

All Employees

All Patients

Search

Add Schedule

<

2022

2023

2024

>

January

Su	Mo	Tu	We	Th	Fr	Sa
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				

February

Su	Mo	Tu	We	Th	Fr	Sa
			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				

March

Su	Mo	Tu	We	Th	Fr	Sa
			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	

April

Su	Mo	Tu	We	Th	Fr	Sa
						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						

May

Su	Mo	Tu	We	Th	Fr	Sa
	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			

June

Su	Mo	Tu	We	Th	Fr	Sa
						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						

July

Su	Mo	Tu	We	Th	Fr	Sa
						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					

August

Su	Mo	Tu	We	Th	Fr	Sa
		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		

September

Su	Mo	Tu	We	Th	Fr	Sa
						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						

October

Su	Mo	Tu	We	Th	Fr	Sa
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				

November

Su	Mo	Tu	We	Th	Fr	Sa
						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						

December

Su	Mo	Tu	We	Th	Fr	Sa
						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					

Now the following screen appears, update the required information and click Save option. The details of the Visit will be updated in the Nurse calendar.



## Nurse Calendar

All Service

<

### January

Su	Mo	Tu	We	Th	Fr	Sa
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				

### July

Su	Mo	Tu	We	Th	Fr	Sa
						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					

## Appointment Recurrence

Employee:\*

Select

Patient:\*

Select

Service:\*

Select

Patient Payor:

Select

Authorization Code:

Select

☒ One-time only ☐ Recurrence ?

Start Date:

10/26/2023



☐ Any day of the current month of occurrence ?

Is Virtual Visit?:

☒ No ☐ Yes ?

☒ Anytime Clockin ?

Note:

Cancel

Save

Search

Add Schedule

>

### June

Su	Mo	Tu	We	Th	Fr	Sa
					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

### December

Su	Mo	Tu	We	Th	Fr	Sa
						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					

# Schedule Log

A Schedule Log is a structured record keeping system that tracks confirmed schedules of the patient. It includes patient details, care type, caregiver details and the dates of confirmed schedules.

## View Confirmed Schedule

Scheduling >> Schedule Log

The user can view the list of confirmed schedules of the patients in the system.

Refresh

Showing 50 of 156 records

	Name	Status	Start Date ^	End Date	Address	Employee	Service	Action
<input type="checkbox"/>	<input type="text" value="Name"/>		<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Search By Address"/>	<input type="text" value="Select"/>		<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/>	<input type="checkbox"/> Rahul dev	Confirmed	10/26/2023 02:55 am	10/26/2023 11:59 pm	jkhksjc, lúna, CA - 29390	irtaza waris	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/26/2023 03:39 am	10/26/2023 11:59 pm	Aaa Drive, Hamilton Township, NJ - 08691	irtaza waris	Service Facilitation	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/26/2023 07:00 am	10/26/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/27/2023 07:00 am	10/27/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/27/2023 03:00 pm	10/27/2023 10:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/28/2023 07:00 am	10/28/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/29/2023 07:00 am	10/29/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	James Smith	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	10/31/2023 07:00 am	10/31/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/01/2023 07:00 am	11/01/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/01/2023 07:00 am	11/01/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	David D	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/02/2023 07:00 am	11/02/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/03/2023 07:00 am	11/03/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/05/2023 07:00 am	11/05/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/06/2023 07:00 am	11/06/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="checkbox"/> Samuel Clark	Confirmed	11/07/2023 07:00 am	11/07/2023 02:00 pm	Aaa Drive, Hamilton Township, NJ - 08691	William Garcia	Respite Care	<input type="button" value="Delete"/>

## Delete Schedule

Scheduling >> Schedule Log

To delete the schedules in the Schedule Log, click on checkbox of the schedules and click Delete option.

Refresh

Delete

Showing 50 of 156 records

	Name	Status	Start Date ^	End Date	Address	Employee	Service	Action
<input type="checkbox"/>	<input type="text" value="Name"/>		<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Search By Address"/>	<div><div>Select</div><div></div></div>		<div><div>Search</div><div>Reset</div></div>
<input type="checkbox"/>	<div><div></div><div>Rahul dev</div></div>	<div>Confirmed</div>	10/26/2023 02:55 am	10/26/2023 11:59 pm	<a href="#">jkhksjc, lúna, CA - 29390</a>	<a href="#">irtaza waris</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/26/2023 03:39 am	10/26/2023 11:59 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">irtaza waris</a>	Service Facilitation	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/26/2023 07:00 am	10/26/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/27/2023 07:00 am	10/27/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/27/2023 03:00 pm	10/27/2023 10:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input checked="" type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/28/2023 07:00 am	10/28/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input checked="" type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/29/2023 07:00 am	10/29/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">James Smith</a>	Respite Care	<div>Delete</div>
<input checked="" type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	10/31/2023 07:00 am	10/31/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input checked="" type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	11/01/2023 07:00 am	11/01/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	11/01/2023 07:00 am	11/01/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">David D</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	11/02/2023 07:00 am	11/02/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	11/03/2023 07:00 am	11/03/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>
<input type="checkbox"/>	<div><div></div><div>Samuel Clark</div></div>	<div>Confirmed</div>	11/05/2023 07:00 am	11/05/2023 02:00 pm	<a href="#">Aaa Drive, Hamilton Township, NJ - 08691</a>	<a href="#">William Garcia</a>	Respite Care	<div>Delete</div>

# Aggregator Log, Pending Schedules and Virtual Visit

- An Aggregator log is a centralized data that collects and consolidates information from various sources, including healthcare records. It facilitates real-time monitoring, data analysis, and secure storage, helping healthcare providers make informed decisions and manage patient care effectively.
- Pending schedules refer to planned patient visits and tasks waiting for completion. Proper management of these schedules is crucial for ensuring timely and effective care for patients in their homes.
- A virtual visit is a remote healthcare consultation using digital technology, like video conferencing. It allows professionals to assess, consult, and educate patients in their homes. Virtual visits enhance accessibility and reduce the need for in-person appointments, benefiting those with mobility constraints or remote locations.

## Aggregator Log

### Scheduling >> Aggregator Logs

To view the Visit Status, enter the Patient name, Start Date, End Date and the Aggregator Name in the system and click search option.

Refresh

		Name	Medicaid	Start Date ^	End Date	Address	Employee	Aggregator	Last Sent On	Status	Action
		<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD"/>	<input type="text" value="MM/DD"/>	<input type="text" value="Search By Address"/>	<input type="text" value="Se ^"/>	<input type="text" value="Selec ^"/>	<input type="text" value="MM/DD"/>	<input type="text" value="Select ^"/>	<div>Search</div> <div>Reset</div>

The following screen appears, and we can view the status of the Visits.

Refresh

Showing 29 of 29 records

		Name	Medicaid	Start Date ^	End Date	Address	Employee	Aggregator	Last Sent On	Status	Action
<input type="checkbox"/>		<input type="text" value="Name"/>		<input type="text" value="07/01/2023"/>	<input type="text" value="07/03/2023"/>	<input type="text" value="Search By Address"/>	<input type="text" value="Select ^"/>	<input type="text" value="Select ^"/>	<input type="text" value="MM/DD/YY"/>	<input type="text" value="Select ^"/>	<div>Search</div> <div>Reset</div>
<input type="checkbox"/>	<input type="button" value="+"/>			07/01/2023	07/01/2023	118, Davenport Avenue, Newark, NJ - 07107		HHAeXchange	08/17/2023 11:04 AM	Success	<div>Resend</div>
<input type="checkbox"/>	<input type="button" value="+"/>			07/01/2023	07/01/2023	1578 Walker Avenue, Union, NJ - 07083		HHAeXchange	08/16/2023 5:10 PM	Success	<div>Resend</div>
<input type="checkbox"/>	<input type="button" value="+"/>			07/01/2023	07/01/2023	118, Davenport Avenue, Newark, NJ - 07107		HHAeXchange	08/17/2023 11:05 AM	Success	<div>Resend</div>

If the Status of the Visit is failed, then check for the reason and make necessary correction in the system and Resend the claims.

Refresh

Showing 1 of 1 records

	Name	Medicaid	Start Date ^	End Date	Address	Employee	Aggregator	Last Sent On	Status	Action
<input type="checkbox"/>	<input type="text"/>		07/02/2023	07/02/2023	<input type="text" value="Search By Address"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	MM/DD/YYYY	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> +			07/02/2023	07/02/2023	64 Park Avenue, Bloomfield, NJ - 07003		HHAExchange	07/02/2023 11:40 PM	Failed	<input type="button" value="Resend"/>

Aggregator Logs

Transaction ID	Aggregator	Created Date	Updated Date	Status	File Name	Details	Action
	HHAExchange	07/02/2023 11:40 PM	07/02/2023 11:40 PM	Failed		101012: Member is not found based on Qualifier value	<input type="button" value="View"/>

## Pending Schedules

Scheduling >> Pending Schedules

To view the pending schedules, enter the patient name, employee name and click Search option.

PENDING SCHEDULES

Refresh

Active

Patient	Employee	Clock In Time	Clock Out Time	Added By	Added Date	Action
<input type="checkbox"/> <input type="text" value="Patient Name"/>	<input type="text" value="Select"/>	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	<input type="text" value="Select"/>		<input type="button" value="Search"/> <input type="button" value="Reset"/>

## View Virtual Visits

Scheduling >> Virtual Visits

The user can view the Future Visits, Past Visits and Today's Virtual Visit of the patient in the system.

VIRTUAL VISITS

Today's Visits

Future Visits

Past Visits

Employee Name ^	Attendee	Start Time	End Time	Payor	Service	Status	Action
<input type="text" value="Select"/>	<input type="text" value="Attendee"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>				<input type="button" value="Search"/> <input type="button" value="Reset"/>
D, David	Clark, Samuel	11/10/2023 3:00 PM	11/10/2023 7:00 PM	Atena	Respite Care	Confirmed	<input type="button" value="Action"/>
Garcia, William	Clark, Samuel	11/04/2023 7:00 AM	11/04/2023 2:00 PM	Atena	Respite Care	Confirmed	<input type="button" value="Action"/>

Showing 1 to 2 of 2 records

Click Action on the right side of screen. The list of Action will appear to Send SMS Reminder, Send Email Reminder, Change Schedule, Cancel Visit and View Note.

VIRTUAL VISITS

Today's Visits

Future Visits

Past Visits

Employee Name ^	Attendee	Start Time	End Time	Payor	Service	Status	Action
Select v	Attendee	Start Time	End Time				Search Reset
D, David	Clark, Samuel	11/10/2023 3:00 PM	11/10/2023 7:00 PM	Atena	Respite Care	Confirmed	Action v
Garcia, William	Clark, Samuel	11/04/2023 7:00 AM	11/04/2023 2:00 PM	Atena	Respite Care	Confirmed	Action v

Showing 1 to 2 of 2 records

Send SMS Reminder

Send Email Reminder

Change Schedule

Cancel Visit

View Note

Click Change Schedule option to change the Employee for the Virtual Visit. Select the Employee from list and update the Start time and End time of the schedule and Click Save option.

To Delete the Virtual visit of the patient select the option Cancel Visit under Action.

VIRTUAL VISITS

Today's Visits

Future Visits

Past Visits

Employee Name ^	Attendee	Start Time	End Time	Payor	Service	Status	Action
Select v	Attendee	Start Time	End Time				Search Reset
D, David	Clark, Samuel	11/10/2023 3:00 PM	11/10/2023 7:00 PM	Atena	Respite Care	Confirmed	Action v
Johnson, James	Clark, Samuel	11/04/2023 7:00 AM	11/04/2023 2:00 PM	Atena	Respite Care	Confirmed	Action v