

# 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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- [Schedule Log](#)
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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.

The screenshot displays a scheduling interface. On the left, there is a list of employees with columns for 'Employee', 'Used Hrs', 'Alloc. Hrs', and 'Remain. Hrs'. The employees listed are Admin, Master; Catts, Tanya; D, David; Garcia, Maria; Garcia, William; Johnson, James; Lubel, Moshe; Smith, James; Smith, Robert; Toth, Alex; and waris, irtaza. Below the list, it shows 'Showing 11 of 11 records' and a 'Load More' button.

On the right, there is a calendar for 'OCT 8 - 14, 2023'. The calendar grid shows appointments for two patients:

- Clark, Samuel (Bulk Schedule 67%, 42/63 Hrs):** Confirmed (green) appointments on Su 8 (7:00 - 14:00), Mo 9 (7:00 - 14:00), Tu 10 (8:00 - 13:00), We 11 (7:00 - 14:00), Th 12 (7:00 - 14:00), and Fr 13 (7:00 - 14:00). Not Scheduled (red) appointments on Th 12 (15:00 - 22:00) and Fr 13 (15:00 - 22:00).
- Hernandez, Brown (Bulk Schedule 0%, 0/42 Hrs):** Not Scheduled (red) appointments on Mo 9 (8:00 - 22:00), Tu 10 (8:00 - 22:00), and We 11 (8:00 - 22:00).

The calendar grid also includes a legend for appointment status: Confirmed (green), Not Scheduled (red), Is Denied (cyan), Completed (grey), On hold (blue), Approval Required (yellow), and Virtual Visits (orange). Navigation buttons for 'Day', 'Week', and 'Month' views are present, along with 'Refresh', 'Today', and navigation arrows.

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    Search    Print PDF

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

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, 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

James Smith ▼

### Schedule Start Time

07:00 am

### Schedule End Time

02:00 pm

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      10/29/2023      Service Type      Search Patient...      Partially Scheduled Patients      Search      Print PDF

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

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, 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    Print PDF

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

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, 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 Bulk Schedule    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, 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 Bulk Schedule    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 Bulk Schedule    0%	0/42	15:00 - 22:00 +	15:00 - 22:00 +	
<input checked="" type="checkbox"/> T, Rahul Bulk Schedule    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.



# 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	February	March	April	May	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 31	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	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	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	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	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	August	September	October	November	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	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	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	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	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	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.

Appointment Recurrence

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					

Employee:\*  Patient:\*   
Service:\*  Patient Payer:   
Authorization Code:

One-time only  Recurrence ⓘ

Start Date:

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 checked="" type="radio"/> Rahul dev	Confirmed	10/26/2023 02:55 am	10/26/2023 11:59 pm	jkhksjc, Iuna, CA - 29390	irtaza waris	Respite Care	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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 checked="" type="radio"/> 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"/>	<input type="text" value="Select"/>		<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/>	<b>Rahul dev</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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 checked="" type="checkbox"/>	<b>Samuel Clark</b>	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 checked="" type="checkbox"/>	<b>Samuel Clark</b>	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 checked="" type="checkbox"/>	<b>Samuel Clark</b>	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 checked="" type="checkbox"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>	<b>Samuel Clark</b>	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"/>

# 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 ^"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

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 ^"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> <input style="color: blue;" type="button" value="+"/>		07/01/2023	07/01/2023	118, Davenport Avenue, Newark, NJ - 07107		HHAeXchange	08/17/2023 11:04 AM	Success	<input type="button" value="Resend"/>
<input type="checkbox"/> <input style="color: blue;" type="button" value="+"/>		07/01/2023	07/01/2023	1578 Walker Avenue, Union, NJ - 07083		HHAeXchange	08/16/2023 5:10 PM	Success	<input type="button" value="Resend"/>
<input type="checkbox"/> <input style="color: blue;" type="button" value="+"/>		07/01/2023	07/01/2023	118, Davenport Avenue, Newark, NJ - 07107		HHAeXchange	08/17/2023 11:05 AM	Success	<input type="button" value="Resend"/>

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"/>	Select v	Select v	MM/DD/YYYY	Select v	<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 v

	Patient	Employee	Clock In Time	Clock Out Time	Added By	Added Date	Action
<input type="checkbox"/>	<input type="text" value="Patient Name"/>	Select v	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	Select v		<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
Select v	<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	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
Garcia, William	Clark, Samuel	11/04/2023 7:00 AM	11/04/2023 2:00 PM	Atena	Respite Care	Confirmed	Action

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	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
Johnson, James	Clark, Samuel	11/04/2023 7:00 AM	11/04/2023 2:00 PM	Atena	Respite Care	Confirmed	Action