

TimeSheet

A timesheet is used to track the hours worked by caregivers, while providing care to patients in their homes. It records Clock-in time and Clock-out time of the visits, Task activities performed by the caregiver, Patient details, Authorization details etc.,

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Employee Billing Report

Employee billing hours refer to the number of hours worked by caregivers providing services to patients in their homes. These hours are vital for calculating employee compensation, compliance with labor laws, and accurate documentation of care, ensuring proper reimbursement and quality patient care.

Timesheet >> Employee Billing Report

To run the Employee Billing Report, the user can select the Employee from list and update the Start Date and End Date and click Search option. The Employee working hours, Over time hours and pay details can be viewed in this screen.

EMPLOYEE BILLING REPORT

Employee Name: William Garcia | Start Date: 10/11/2023 | End Date: 10/12/2023 | **Search** | Reset | Pay Frequency: Select Pay Frequency | **Export To CSV**

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00

The user can set the Pay Frequency for paying the Employee for their visits in the system. Click Pay Frequency dropdown option and select the Pay Frequency.

EMPLOYEE BILLING REPORT

Employee Name: William Garcia | Start Date: 10/11/2023 | End Date: 10/12/2023 | Search | Reset | Pay Frequency: Monthly | **Export To CSV**

Employee Name	Scheduled Hours	Working Hours	Regular / Allocated Hrs	Overtime Hours	PTO Hours	Regular Pay	Overtime Pay
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00
William Garcia	7.00	7.00	8.00	0.00	0.00	24.00	0.00

Visit Report

A Visit Report is a digital record summarizing a caregiver's visit to a patient's home. It includes essential data such as date, time, tasks performed, patient information, payor information and billed amount for the Visit.

Scheduling >> Visit Report

The user can view the Visit Report of the patient in this screen. The filter options helps to get the data of the Visit report accurately.

TIMESHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 37 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

Employee: Employee Patient: Patient Payor: Payor Service: Service Authorization: Select Start Date: 10/06/2023 End Date: 10/26/2023 Search Reset

<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/12/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/11/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/09/2023	Monday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/08/2023	Sunday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

Bulk Update Timesheet

The user can Bulk update the Care Type, Authorization code and Payor of the patient using the option Select Bulk Type.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 7 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

- Select Bulk Type
- Care Type
- Authorization Code
- Payor
- Mark As Complete
- Print Timesheets
- Delete Selected
- Approve Selected

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action		
	Samuel Clark	Payor		Select	10/20/2023	10/28/2023									
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	intaza waris	Samuel Clark	Atena	Not Billed	Service Facilitation			Thursday	+8388	03:40 am	Mobile	03:39 am			Action
<input checked="" type="checkbox"/>	Danial Sohail	Samuel Clark	Atena	Not Billed	Personal Care			Monday	+5210	02:20 pm	Mobile	02:20 pm			Action
<input checked="" type="checkbox"/>	Danial Sohail	Samuel Clark	Atena	Not Billed	Personal Care			Monday	+5210	02:19 pm	Mobile	N/A			Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Respite Care			Monday	+9311	01:44 pm	Mobile	N/A			Action

The Timesheet can also be filtered by the Status of the Visits like Pending, Approved, Rejected, Complete and Incomplete by using the option Status.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 46 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

- Status
- Pending
- Approved
- Rejected
- Incomplete
- Complete

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action		
<input type="checkbox"/>	intaza waris	Rahul T	United Healthcare	Not Billed	Personal Care			Friday	+4690	03:41 am	Mobile	N/A		Action	
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

Open Missing Timesheet

Scheduling >> Visit Report

The Missing Timesheet for the Visits can be added to the Timesheet by using the option Open Missing Timesheet option.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 38 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action		
<input type="checkbox"/>	intaza waris	Rahul T	United Healthcare	Not Billed	Personal Care			Friday	+4690	03:41 am	Mobile	N/A		Action	
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

The following popup appears, update the Employee Name, Patient Name, Start Date, End Date and Click Search option. The list of missing Timesheet appears.

Missing TimeSheet

Employee List **Patient List** **Start Date** **End Date**

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/17/2023 5:34 am	10/17/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/10/2023 8:00 am	10/10/2023 11:00 pm	Personal Care		

Now, check the check box of the Timesheet and click Add Missing Timesheet option.

Missing TimeSheet

Employee List **Patient List** **Start Date** **End Date**

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/17/2023 5:34 am	10/17/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/10/2023 8:00 am	10/10/2023 11:00 pm	Personal Care		

The Timesheet gets added in the List of Timesheet and we can edit the Timesheet with the required information.

TIME SHEET

Billed 0
Not billed 42
Paid 0
Denied 0

Invalid visits 0

Employee **Patient** **Payor** **Service** **Authorization** **Start Date** **End Date**

<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Not Billed	Personal Care	254874587	10/10/2023	Tuesday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/17/2023	Tuesday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/19/2023	Thursday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/20/2023	Friday	+2330	N/A	Mobile	N/A			Action

Visit Time Sheet

Service Date:10/24/2023

Patient/Client ID # P-002

HHA/PCA Name NA/irtaza waris

Authorization Code 254874587

Schedule

Date 10/24/2023 **Start Time** 0

ClockIn Time : 06:04 am **ClockOut Time :** 11:00 pm

[Edit](#)

ADD TASK Simple Detail

id	VisitTaskDetail
<input type="checkbox"/>	Dressing
<input checked="" type="checkbox"/>	Laundry
<input checked="" type="checkbox"/>	Meal Preparation
<input checked="" type="checkbox"/>	Personal Hygiene
<input type="checkbox"/>	Supervision

[Save](#)

Beneficiary ID # P-002

Payor / Insurance Atena

[Edit](#)

Approval

ByPass Reason

[Approve](#) [Reject](#)

Task	Conclusion	Deviation	Add Task
Task		Time	Action

ByPassReason Notes

Bypass Reason for Clock In: **Bypass Reason for Clock Out:**

[Edit](#)

After updating the required details click the option Complete at the bottom of the Timesheet.

Patient/Client ID #	P-002	Patient / Client Name	Brown Hernandez	Beneficiary ID #	P-002
HHA/PCA Name	NA/irtaza waris	Service	Personal Care	Payor / Insurance	Atena
Authorization Code	254874587	View Authorization Details		Edit	

Schedule

Date 10/24/2023 **Start Time** 04:39 am **End Time** 11:59 pm

ClockIn Time : 06:04 am **ClockOut Time :** 11:00 pm

[Edit](#)

Approval

ByPass Approval Requ ▼

ByPass Reason



[Approve](#) [Reject](#)

Task	Conclusion	Deviation	Add Task
Task		Time	Action
Meal Preparation		00:10 hrs	 
Personal Hygiene		00:10 hrs	 
Laundry		00:10 hrs	 

ByPassReason Notes

Bypass Reason for Clock In: [Edit](#)

Bypass Reason for Clock Out:

[Complete](#) [Print TimeSheet](#)

After completing the Timesheet, Select the Timesheet using the check box and click Select Bulk Type dropdown. Now click Approve Selected option to Approve the Timesheet for Billing.

TIMESHEET [Refresh](#) Active Status Service Type [Open Missing Timesheets](#) Census

Billed: 0 Not billed: 2 Paid: 0 Denied: 0

Invalid visits: 0

Select Bulk Type ▼

	Client	Payor	Service	Authorization	Start Date	End Date	Search	Reset									
	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action				
<input type="checkbox"/>	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action				
<input checked="" type="checkbox"/>	irtaza waris	Atena Not Billed	Personal Care	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	18:56:00	594.696	Action				

The following screen appears, click Approve option to Approve the Visits.

Approve Visits

<input type="checkbox"/>	Employee Name	Patient Name	Service	Visit Date	Visit Day	Clock In Time <input type="checkbox"/> Schedule time	Clock Out Time <input type="checkbox"/> Schedule time	Note
<input checked="" type="checkbox"/>	Itaza wars	Brown Hernandez	Personal Care	10/24/2023	Tuesday	<input type="checkbox"/> Schedule time 09:04 am	<input type="checkbox"/> Schedule time 11:00 pm	Note (Optional)

Approve

Delete Timesheet

Scheduling >> Visit Report

Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Delete option.

TIMESHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed: 0 | Not billed: 2 | Paid: 0 | Denied: 0

Invalid visits: 0

Select Bulk Type

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Search	Reset					
<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Delete	Action
<input type="checkbox"/>	Itaza wars	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/28/2023	Thursday	+2330	02:13 am	Mobile	11:50 am	Print TimeSheet	Action
<input checked="" type="checkbox"/>	Itaza wars	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/24/2023	Tuesday	+2330	09:04 am	Mobile	11:00 pm	Edit TimeSheet	Action

Visit Task Documents

For deleting Bulk Timesheet, select the Timesheet using the checkbox and click Select Bulk Type. The list of option appears, click Delete Selection option.

TIMESHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed: 0 | Not billed: 46 | Paid: 0 | Denied: 0

Invalid visits: 0

Select Bulk Type

- Select Bulk Type
- Care Type
- Authorization Code
- Payor
- Mark As Complete
- Print Timesheets
- Delete Selected
- Approve Selected

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Search	Reset						
<input type="checkbox"/>	Rahul T	United Healthcare	Personal Care		10/27/2023	Friday	+490	03:41 am	Mobile	N/A				Action
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/12/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

The deleted Timesheet can be viewed under the Deleted Timesheet list.

TIME SHEET Refresh Deleted Status Service Type Open Missing Timesheets Census

All Records
Active
Deleted

Billed 0 Not billed 1 Paid 0 Denied 0

Invalid visits 0

Delete Selected

Employee Employee Patient Patient Payor Payor Service Service Authorization Select Start Date 09/28/202 End Date 10/28/2023 Search Reset

<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care		10/08/2023	Sunday	+9311	07:00 am	Mobile	02:00 pm	07:00:00		Action

Census Option

Scheduling >> Visit Report

The number of Timesheet depending upon the status of the Timesheet can be viewed by using the option Census. Click Census option and select the option By Timesheet.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

By Billing
By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

The number of Completed Timesheet, Incomplete Timesheet, Approval Approved Timesheet, Approval Pending Timesheet and Approval Rejected Timesheet can be viewed in the system.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Incomplete Time Sheet 27 Complete Time Sheet 15 Clock-In not done 0 Approval Pending 0

Approval Approved 8 Approval Rejected 0

Select Bulk Type

The number of Visits depending upon the status of the visit can be viewed by using the option By Billing under Census. The number of Billed visits, Paid visits, Not Billed visit, Denied visit and Invalid visits can easily viewed in the system.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

By Billing
By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

Bulk Timesheet

A Bulk Timesheet option is used to create multiple Timesheets for the patients in the system.

Create Bulk Timesheet

[Timesheet >> Bulk Timesheet](#)

The dashboard displays several key metrics in a grid format:

- Total Schedule: 5
- Inprogress: 0
- Missed Schedule: 5
- Complete: 0
- Active Patient: 86
- Not Scheduled: 27
- Pending Time Sheet: 225
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 81

Summary statistics: CLOCK IN / CLOCK OUT, TOTAL SCHEDULE - 4, INPROGRESS - 0, MISSED - 4, COMPLETE - 0

Filters: Employee (Employee), Care Type (Care Type), Location (Location), Time Slot(s) (Time Slot(s)), Status (Status), Start Date (08/10/2023), End Date (08/10/2023)

Buttons: Search, Reset, View Map, Broadcast

<input type="checkbox"/>	Employee	Patient	Care Type	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Chan, Henry	Auslin, Angela	Personal Care		08/10/2023 06:00 am	08/10/2023 11:30 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Alex, Andrew	Abel, Antony	Personal Care	8562413247	08/10/2023 06:00 am	08/10/2023 08:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Alexander, Williams	cena, John	Personal Care		08/10/2023 06:00 am	08/10/2023 08:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Chan, Henry	Abel, Antony	Personal Care		08/10/2023 06:00 am	08/10/2023 08:00 pm	✗	✗	Change Schedule

Select the Employee Name, Patient Name, Care Type, Type of Timesheet, From Date, To Date and Click Search.

GROUP TIMESHEET

Step 1: Select the patient schedule(s)

Employee: Andrew Alex, Patient: Antony Abel, Care Type: Personal Care, Types OF Time Sheet: Missing, From Date: 07/09/2023, To Date: 07/21/2023

Buttons: Search, Reset

Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date
No records found.						

Next >

The required details will appear on the screen, now select the checkbox and Click Next option.

GROUP TIMESHEET

Step 1: Select the patient schedule(s)

Employee: Andrew Alex | Patient: Antony Abel | Care Type: Personal Care | Types OF Time Sheet: Missing | From Date: 07/09/2023 | To Date: 07/21/2023

Selected: 4 | Total Record: 4

<input checked="" type="checkbox"/>	Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date
<input checked="" type="checkbox"/>	Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/13/2023	07/13/2023
<input checked="" type="checkbox"/>	Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/14/2023	07/14/2023
<input checked="" type="checkbox"/>	Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/20/2023	07/20/2023
<input checked="" type="checkbox"/>	Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/21/2023	07/21/2023

Next >

Verify the Clock-in time and Clock-out time and make necessary changes and then Click Next option.

GROUP TIMESHEET

Step 2: Confirm clock-in and clock-out time

Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date	Clock In Time	Clock Out Time
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/13/2023	07/13/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/14/2023	07/14/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/20/2023	07/20/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/21/2023	07/21/2023	06:00 am	08:00 pm

Prev < | Next >

Select the Visit Task Details from the list and Click Next option.

GROUP TIMESHEET

Step 3: Select the visit tasks

<input type="checkbox"/>	Visit Task Detail	
<input type="checkbox"/>	Dressing	
<input checked="" type="checkbox"/>	Laundry	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option
<input checked="" type="checkbox"/>	Meal Preparation	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option
<input checked="" type="checkbox"/>	Personal Hygiene	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option
<input type="checkbox"/>	Supervision	

Prev < | Next >

Now review the Timesheet and if needed add Remarks to the Timesheet and Click Complete option. The missing Timesheet is now added to the Visit Report.

Step 4: Review and add Remark

Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date	Clock In	Clock In Time	Clock Out	Clock Out Time
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/13/2023	07/13/2023	07/13/2023	06:00 am	07/13/2023	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/14/2023	07/14/2023	07/14/2023	06:00 am	07/14/2023	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/20/2023	07/20/2023	07/20/2023	06:00 am	07/20/2023	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/21/2023	07/21/2023	07/21/2023	06:00 am	07/21/2023	08:00 pm

Visit Task Detail	Type	Service Time (in Minutes)	Remarks
Prepare Breakfast	Simple	10	
Prepare Dinner	Simple	10	

Remarks

Remarks

[← Prev](#)[Complete →](#)

Activity Log

The Activity Log contains information regarding the Activity performed by the patient for a particular Month.

Adding Activity Log

[Timesheet >> Activity Log](#)

Select the Month and the Patient Name for adding the Activity Log for the Patient.

REFERRAL ACTIVITY

Year: 2023 | Month: January | Add/Edit: Add | Patient: Samuel Clark | [Print](#)

Category	Name	Select All	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	Total
Attendance	Full day	<input type="checkbox"/>	0																															
Attendance	Part Day	<input type="checkbox"/>	0																															
Attendance	Absent Code	<input type="checkbox"/>	0																															
Therapy	PT	<input type="checkbox"/>	0																															
Therapy	ST	<input type="checkbox"/>	0																															
Therapy	OT	<input type="checkbox"/>	0																															
Personal Care	Eating	<input type="checkbox"/>	0																															
Personal Care	Toileting	<input type="checkbox"/>	0																															
Personal Care	Dressing/Gro	<input type="checkbox"/>	0																															
Personal Care	oming	<input type="checkbox"/>	0																															
Meals	On site	<input type="checkbox"/>	0																															
Meals	Snack	<input type="checkbox"/>	0																															
Meals	Take Home	<input type="checkbox"/>	0																															
Other Services	Nursing	<input type="checkbox"/>	0																															
Other Services	Social	<input type="checkbox"/>	0																															
Other Services	Services	<input type="checkbox"/>	0																															

[Save](#)

The user can check the box on each day for the activity's performed by the patient and click Save option.

REFERRAL ACTIVITY

Year: 2023 | Month: Select Month | Add/Edit: Select Add or Edit



Category	Name	Select All	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	Total
Attendance	Full day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Attendance	Part Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1										
Attendance	Absent Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Therapy	PT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1										
Therapy	ST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Therapy	OT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1											
Personal Care	Eating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2												
Personal Care	Toileting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Personal Care	Dressing/Gro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1										
Personal Care	omng	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1											
Meals	On site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Meals	Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Meals	Take Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						
Other Services	Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0						

