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.,

- Employee Billing Report
- Visit Report
- Bulk Timesheet
- Activity Log

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.

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.

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.

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.

Bulk Update Timesheet

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

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

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.

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
	irtaza waris ⌄	Brown Hernandez ⌄	10/10/2023 📅	10/20/2023 📅

[Reset] [Search]

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
☐	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
☐	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
☐	irtaza waris	Brown Hernandez	10/17/2023 5:34 am	10/17/2023 11:59 pm	Personal Care		
☐	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
	irtaza waris ⌄	Brown Hernandez ⌄	10/10/2023 📅	10/20/2023 📅

[Reset] [Search] [Add missing Timesheet]

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
☑	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
☑	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
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☑	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 [🔄 Refresh] [Active ⌄] [Status ⌄] [Service Type ⌄] [Open Missing Timesheets]　　　[Census ▾]

Billed	0	Not billed	42	Paid	0	Denied	0
Invalid visits	0						

[Authorization Code ⌄]

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

☐	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
☐ ❗	irtaza waris	Brown Hernandez	Not Billed	Personal Care	254874587	10/10/2023	Tuesday	+2330	N/A	Mobile	N/A			Action ⌄
☐ ❗	irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/17/2023	Tuesday	+2330	N/A	Mobile	N/A			Action ⌄
☐ ❗	irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/19/2023	Thursday	+2330	N/A	Mobile	N/A			Action ⌄
☐ ❗	irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/20/2023	Friday	+2330	N/A	Mobile	N/A			Action ⌄

Edit Timesheet

Click Action button on the right side of the Visit. The popup shows the actions that can be done in the Visit Report, click Edit Timesheet option to change the information in the Visit Report.

The following screen appears, click Edit option and update the required information.

Click Add Task option and check the Visit Task Details from the list and click Save option.

Visit Time Sheet

Service Date:10/24/2023

Patient/Client ID #	P-002
HHA/PCA Name	NA/irtaza waris
Authorization Code	254874587

Beneficiary ID #   P-002

Payor / Insurance   Atena

[Edit]

ADD TASK   Simple ⬤ Detail

id	VisitTaskDetail
☐	Dressing
☑	Laundry
☑	Meal Preparation
☑	Personal Hygiene
☐	Supervision

[Save]

Schedule

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

ClockIn Time :
06:04 am

ClockOut Time :
11:00 pm

[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.

Visit Time Sheet

Service Date: 10/24/2023

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

APPROVED

Approve   Reject

Task **Conclusion** **Deviation** Add Task

ByPassReason Notes

Task	Time	Action
Meal Preparation	00:10 hrs	✏ 🗑
Personal Hygiene	00:10 hrs	✏ 🗑
Laundry	00:10 hrs	✏ 🗑

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

Edit

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.

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

Delete Timesheet

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.

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

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

Census Option

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.

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

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.

Bulk Timesheet

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

Create Bulk Timesheet

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

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

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

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

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	00:00 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	00:00 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	00:00 pm

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

Remarks

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Remarks
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❮ 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.

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

🖶 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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Attendance	Part Day	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	1
Attendance	Absent Code	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Therapy	PT	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	1
Therapy	ST	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Therapy	OT	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	1
Personal Care	Eating	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	2
Personal Care	Toileting	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Personal Care	Dressing/Gro	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	1
Personal Care	oming	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	1
Meals	On site	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Meals	Snack	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Meals	Take Home	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Other Services	Nursing	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Other Services	Social	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
Other Services	Services	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	0

Save

Year
2023

Month
Select Month

Add/Edit
Select Add or Edit

🖶 Print