

# Bulk Timesheet

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

## Create Bulk Timesheet

**Timesheet >> Bulk Timesheet**

DASHBOARD

FEATURES

EMPLOYEE <

PROSPECTS *beta* <

CLIENT <

SCHEDULING <

TIME SHEET

EMPLOYEE BILLING REPORT

VISIT REPORTS

NURSE SIGNATURE

BULK TIMESHEET *beta*

ACTIVITY LOG

BILLING <

MESSAGES <

REPORTS

5  
Total Schedule

0  
Inprogress

5  
Missed Schedule

0  
Complete

86  
Active Patient

27  
Not Scheduled

225  
Pending Time Sheet

0  
Prior Auth. Expiring

81  
Prior Auth. Expired

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 4

INPROGRESS - 0

MISSED - 4

COMPLETE - 0

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

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	Austin, 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	8552413247	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

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 Search Reset

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

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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	

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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	06:00 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	06:00 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	06:00 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	06:00 pm

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

Remarks

Remarks

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