

Bulk Timesheet

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

Create Bulk Timesheet

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS

CLIENT

SCHEDULING

TIME SHEET

EMPLOYEE BILLING REPORT

VISIT REPORTS

NURSE SIGNATURE

BULK TIMESHEET

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

MISSSED - 4

COMPLETE - 0

Employee

Care Type

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

| 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

Patient

Care Type

Types Of Time Sheet

From Date

To Date

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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