

New Employee

A new employee in home health care is a recently hired individual who provides healthcare services in a patient's home. Their role includes assisting with daily tasks, medication administration, and health monitoring.

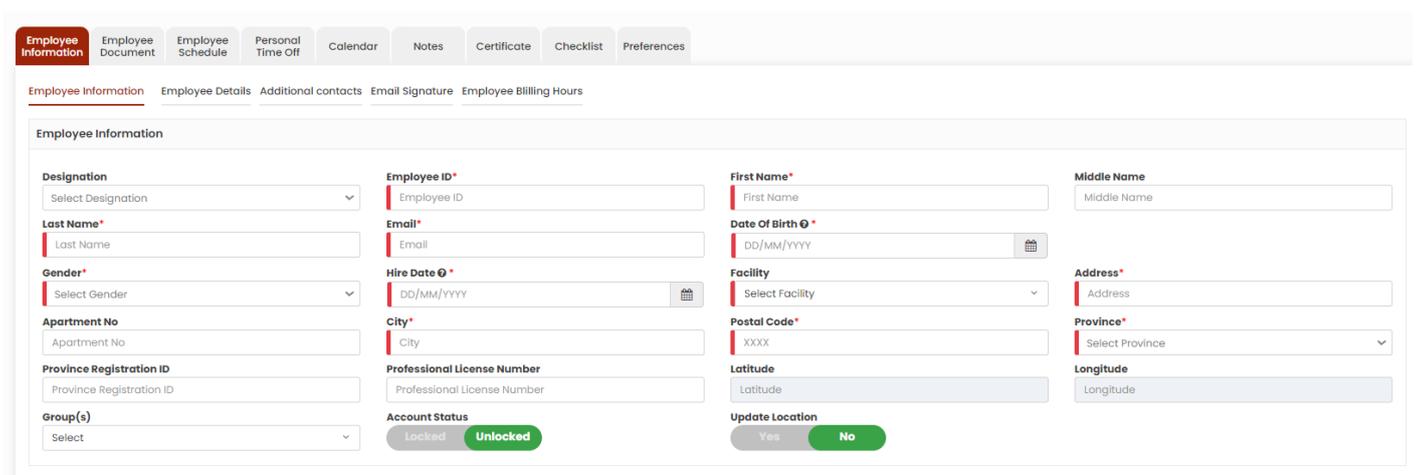
Adding Employee Information

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.

1. Locate the +Add option under Employee Tab.



2. Click +Add option to update the Employee Information. Enter the Employee information in the required field and Click Next option.

A screenshot of a web application form titled "Employee Information". The form is divided into several sections. The top section has tabs for "Employee Information", "Employee Details", "Additional contacts", "Email Signature", and "Employee Billing Hours". The "Employee Information" tab is active. The form contains the following fields: Designation (dropdown), Last Name* (text), Gender* (dropdown), Apartment No (text), Province Registration ID (text), Group(s) (dropdown), Employee ID* (text), Email* (text), Hire Date* (calendar), City* (text), Professional License Number (text), Account Status (radio buttons for Locked and Unlocked), First Name* (text), Date Of Birth* (calendar), Facility (dropdown), Postal Code* (text), Latitude (text), Update Location (radio buttons for Yes and No), Middle Name (text), Address* (text), Province* (dropdown), and Longitude (text). Red vertical bars are present next to the asterisks on the mandatory fields.

Account Status: Locked / UnLocked

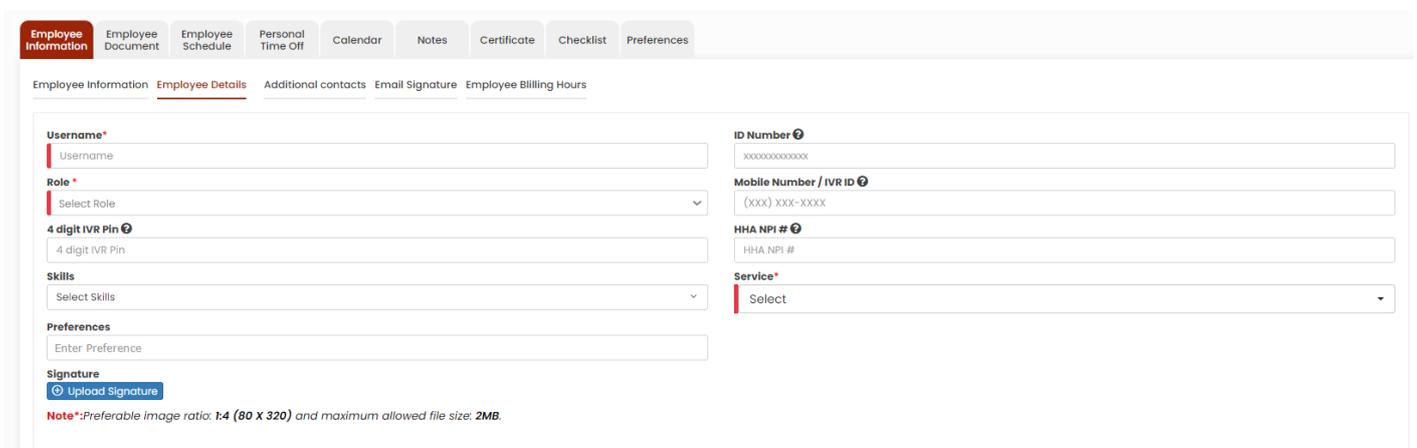
If the Account of any Employee has been locked due to incorrect password in Web Application and Myezcare EVV Mobile App, the Super Admin or Administrator who has the access for adding and

editing the employee details can unlock the account in Employee Information.

Update Location: Yes / No

If the Employee facing difficulties in Clocking In at patient's home due to Geographical Coordinates Mismatch (usually when the Apartment Complex is Big), the Super Admin or the Administrator having access in Employee Information can give access in Update Location Yes for the Employee to update the location of the employee in Myezcare EVV mobile app. The user can deny the access of Update Location later when the Employee has successfully Clocked In.

3. The Employee details screen appears. In Employee details, update the username with the format (first name initials and last name). Also enter the 4 digit IVR Pin which is used to login using Mobile Application for each employee. The user can add the signature of the Employee by using the option Upload Signature. After completing the required field, Click Next option.

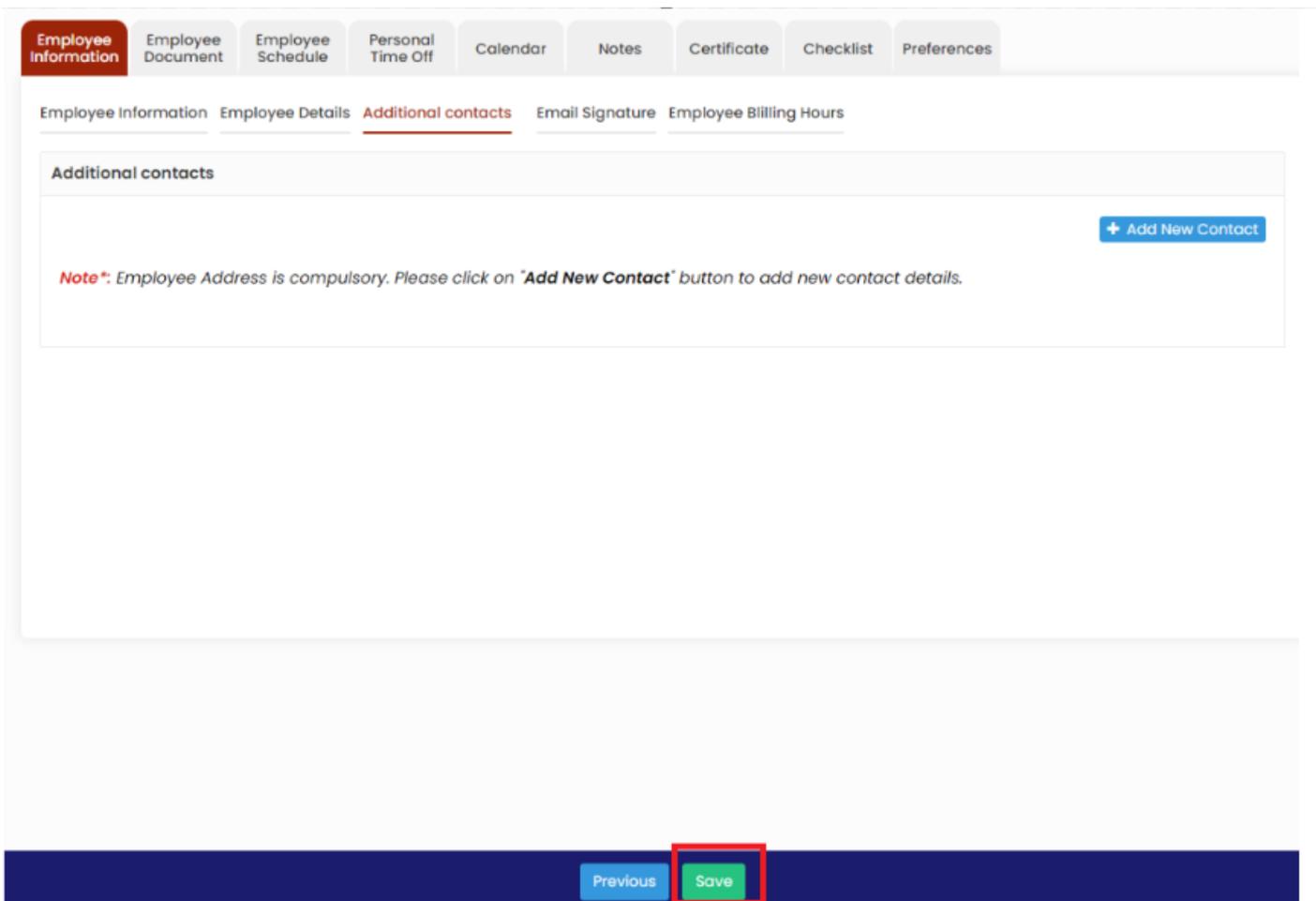


The screenshot shows the 'Employee Details' form with the following fields and options:

- Username***: Text input field.
- Role***: Dropdown menu with 'Select Role' selected.
- 4 digit IVR Pin***: Text input field.
- Skills**: Dropdown menu with 'Select Skills' selected.
- Preferences**: Text input field with 'Enter Preference' placeholder.
- Signature**: 'Upload Signature' button.
- ID Number**: Text input field with placeholder 'xxxxxxxxxxxx'.
- Mobile Number / IVR ID**: Text input field with placeholder '(XXX) XXX-XXXX'.
- HHA NPI #**: Text input field with placeholder 'HHA NPI #'.
- Service***: Dropdown menu with 'Select' selected.

Note*: Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

4. The Additional Contacts screen appears in which the user can update the additional contact details of the employee by using the +Add New Contact option and Click Save button.



Editing Employees Information

To navigate through the process of editing Employee information, follow these steps:

1. Locate List option under Employee Tab



2. Select the Employee from the list to edit the information. Click the Edit option under Action on the right side of the screen for editing the Employee information or click on the Employee name.

LIST OF EMPLOYEES

Refresh Active Select + Add Employee

Employee ID: Employee ID Name: Name Email: Email Designation: Designation Role: Select Role Mobile Number: Mobile Number Group(s): Select Search Reset

<input type="checkbox"/>	Employee ID	Name ^	Email	Designation	Role	Mobile Number	Group(s)	App installed	Action
<input type="checkbox"/>	008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALEX	✗	
<input type="checkbox"/>	E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	
<input type="checkbox"/>	Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9678		✗	
<input type="checkbox"/>	William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	
<input type="checkbox"/>	James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	
<input type="checkbox"/>	DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	
<input type="checkbox"/>	12398	fayyaz m	fahadneymarjr@gmail.com	Administrator	PCA/CNA	(031) 311-1019		✗	
<input type="checkbox"/>	James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	
<input type="checkbox"/>	Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	
<input type="checkbox"/>	E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALEX	✓	

3. The following screen appears to edit the required information of the Employee.

Employee Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details Additional contacts Email Signature Employee Billing Hours

HOMELEIGH NURSING SERVICES

test demo
Caregiver
EMP ID : e-6

Signature

Powered by Myezcare LLC

Print

Employee Information

Designation Caregiver	Employee ID* e-6	First Name* test	Middle Name Middle Name
Last Name* demo	Email* akamal@myezcare.com	Date Of Birth * 01/01/1990	
Gender* Female	Hire Date * 01/01/2023	Facility Test	Address* 1547 Elevado Street
Apartment No Apartment No	City* Los Angeles	Postal Code* 9002	Province* Eastern Cape
Province Registration ID Province Registration ID	Professional License Number Professional License Number	Latitude 34.0869178	Longitude -118.2730831
Group(s) Select	Account Status Locked Unlock	Update Location Yes No	

Cancel
Next

Employee Information | Employee Document | Employee Schedule | Personal Time Off | Calendar | Notes | Certificate | Checklist | Preferences

Employee Information | **Employee Details** | Additional contacts | Email Signature | Employee Billing Hours

Username*
tdemo

Password
Password

Resend Registration Email

Role *
PCA/CNA

4 digit IVR Pin
1234

Skills
Select Skills

Preferences
Enter Preference

Signature
Upload Signature

Note*: Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

ID Number
xxxxxxxxxxxxxxxx

Confirm Password
Confirm Password

Mobile Number / IVR ID
(265) 548-7989

HHA NPI #
HHA NPI #

Service*
Respite Care, Personal Care Services, Respite Care, ...

Previous Next

Click Update option in Additional contact screen to update the edited information for the Employee.

Employee Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details **Additional contacts** Email Signature Employee Billing Hours

Additional contacts [+ Add New Contact](#)

Note: Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.*

Contact Type	Name	Phone	Address	Email	Added By	Actions
Relative	new test, testing	(146) 549-8797	po box 1547, Stellenbosch, EC- 7600	newtest@gmail.com	Master, Admin	✎ ✕

[Previous](#) [Update](#)

Resend Registration Email

The option Resend Registration Email in Employee Details is used to send Registration Email to Employee to access the Web Application. In the Registration Email, Click Set Password option to create the password for the Username mentioned in the email and access the application.

Username*

tdemo

Password

Password

Resend Registration Email

Role*

PCA/CNA

4 digit IVR Pin ?

1234

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

ID Number ?

xxxxxxxxxxxx

Confirm Password

Confirm Password

Mobile Number / IVR ID ?

(265) 548-7989

HHA NPI # ?

HHA NPI #

Service*

Respite Care, Personal Care Services, Respite Care, ...



myezcare
simple yet powerful

Hello Williams Alexander,

Your account is created on MYEZCARE LLC. Followings are your account details. Please use username & password to log in.

UserName: **five**

IVR Code:

IVR Pin: **1234**

Note: To create your Password please click on the below link.

<http://pallav.myezcare.com/k/mz0NrvH1vA8Fhn6SJwnhTA2>

OR

Set Password

Thank You.

Email signature

The user can update the email signature by using the email signature option. Update the required information and Click Save option.

Employee Tab>>List>>Employee name>>Email signature

Employee Information | Employee Document | Employee Schedule | Personal Time Off | Calendar | Notes | Certificate | Checklist | Preferences

Employee Information | Employee Details | Additional contacts | **Email Signature** | Employee Billing Hours

Email Signature

Name*

Description

B **I** **U** **T**

Testing

[Save](#)

Employee Billing Hours

In Employee Billing Hours option, the user can update the Regular working hours, Regular Working / Hour Rate and Overtime Rate of the employee and click Save option.

Employee Tab>>List>>Employee name>>Employee Billing Hours

Employee Information | Employee Document | Employee Schedule | Personal Time Off | Calendar | Notes | Certificate | Checklist | Preferences

Employee Information | Employee Details | Additional contacts | Email Signature | **Employee Billing Hours**

Employee Working Hours/Rate

Regular Working Hours per Regular Working/Hour Rate Overtime/Hour Rate

[Save](#) [Cancel](#)

Revision #7

Created 22 November 2023 19:33:29 by Thamarai

Updated 25 November 2023 20:18:22 by Thamarai