

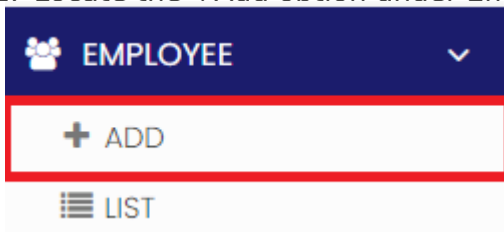
# New Employee

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. On the left, there are dropdown menus for 'Designation', 'Gender', and 'Group(s)', and text input fields for 'Last Name', 'Apartment No', and 'Province Registration ID'. The middle section contains text input fields for 'Employee ID', 'Email', 'Hire Date', 'City', 'Professional License Number', and 'Account Status' (with 'Locked' and 'Unlocked' buttons). The right section contains text input fields for 'First Name', 'Date Of Birth', 'Facility', 'Postal Code', 'Latitude', 'Longitude', 'Middle Name', 'Address', and 'Province'. There are also 'Update Location' buttons with 'Yes' and 'No' options.

### 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.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username\*

Username

Role \*

Select Role

4 digit IVR Pin ?

4 digit IVR Pin

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

ID Number ?

xxxxxxxxxxxxxx

Mobile Number / IVR ID ?

(xxx) xxx-xxxx

HHA NPI # ?

HHA NPI #

Service\*

Select

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.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

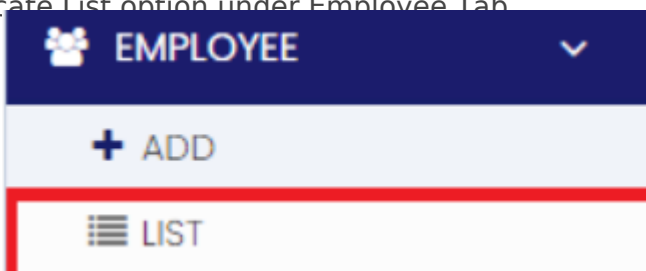
**Note\*:** Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

PreviousSave

## 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	Name	Email	Designation	Role	Mobile Number	Group(s)	Search		Reset	
Employee ID	Name	Email	Designation	Select Role	Mobile Number	Select				
<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	jamessmith@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

LockedUnlock

Update Location

YesNo

Cancel

Next

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee 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.

Signature

ID Number

xxxxxxxxxxxxxx

Confirm Password

Confirm Password

Mobile Number / IVR ID

(265) 548-7989

HHA NPI #

HHA NPI #

Service\*

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

PreviousNext

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

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee 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	<a href="mailto:newtest@gmail.com">newtest@gmail.com</a>	Master, Admin	<a href="#">✎</a> <a href="#">✕</a>

PreviousUpdate

## 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.

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.

Signature

ID Number ?

xxxxxxxxxxxxxx

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



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 InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Email Signature

Name\*

Testing

Description

BBIU[icon][icon]Tt</>

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 InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Working Hours/Rate

Regular Working Hours

8perDay

Regular Working/Hour Rate

72

Overtime/Hour Rate

82

SaveCancel

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