

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.

Scheduling >> Visit Report

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.

TIMESHEET [Refresh](#) [Active](#) [Status](#) [Service Type](#) [Open Missing Timesheets](#) [Census](#)

Billed 0 Not billed 37 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

Employee Employee Patient Patient Payor Payor Service Service Authorization Select Start Date 10/06/2023 End Date 10/26/2023 Search Reset

<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/12/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/11/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/09/2023	Monday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/08/2023	Sunday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

Bulk Update Timesheet

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

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 7 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

- Select Bulk Type
- Care Type
- Authorization Code
- Payor
- Mark As Complete
- Print Timesheets
- Delete Selected
- Approve Selected

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
	Samuel Clark	Payor		Select	10/20/2023	10/28/2023									
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	Intaza waris	Samuel Clark	Atena	Not Billed	Service Facilitation		10/26/2023	Thursday	+8388	03:40 am	Mobile	03:39 am			Action
<input checked="" type="checkbox"/>	Danial Sohail	Samuel Clark	Atena	Not Billed	Personal Care		10/23/2023	Monday	+5210	02:20 pm	Mobile	02:20 pm			Action
<input checked="" type="checkbox"/>	Danial Sohail	Samuel Clark	Atena	Not Billed	Personal Care		10/23/2023	Monday	+5210	02:19 pm	Mobile	N/A			Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Respite Care		10/23/2023	Monday	+9311	01:44 pm	Mobile	N/A			Action

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

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 46 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

- Status
- Pending
- Approved
- Rejected
- Incomplete
- Complete

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	Employee Name	Patient Name	Payor	Select	MM/DD/YYYY	MM/DD/YYYY									
<input type="checkbox"/>	Intaza waris	Rahul T	United Healthcare	Not Billed	Personal Care		10/27/2023	Friday	+4690	03:41 am	Mobile	N/A			Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

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.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed 0 Not billed 38 Paid 0 Denied 0

Invalid visits 0

Select Bulk Type

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	Employee Name	Patient Name	Payor	Select	MM/DD/YYYY	MM/DD/YYYY									
<input type="checkbox"/>	Intaza waris	Rahul T	United Healthcare	Not Billed	Personal Care		10/27/2023	Friday	+4690	03:41 am	Mobile	N/A			Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena	Not Billed	Personal Care	091201983103621	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

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**

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	irtaza waris	Brown Hernandez	10/17/2023 5:34 am	10/17/2023 11:59 pm	Personal Care		
<input type="checkbox"/>	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**

	Employee	Patient	Start Date	End Date	Service	Clock In Time	Clock Out Time
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/20/2023 5:57 am	10/20/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/19/2023 4:08 am	10/19/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	irtaza waris	Brown Hernandez	10/17/2023 5:34 am	10/17/2023 11:59 pm	Personal Care		
<input checked="" type="checkbox"/>	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.

TIMESHEET 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 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
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Not Billed	Personal Care	254874587	10/10/2023	Tuesday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/17/2023	Tuesday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/19/2023	Thursday	+2330	N/A	Mobile	N/A			Action
<input type="checkbox"/>	! irtaza waris	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/20/2023	Friday	+2330	N/A	Mobile	N/A			Action

Visit Time Sheet

Service Date:10/24/2023

Patient/Client ID # P-002

HHA/PCA Name NA/irtaza waris

Authorization Code 254874587

Schedule

Date 10/24/2023 Start Time 0

ClockIn Time : 06:04 am ClockOut Time : 11:00 pm

ADD TASK Simple Detail

id	VisitTaskDetail
<input type="checkbox"/>	Dressing
<input checked="" type="checkbox"/>	Laundry
<input checked="" type="checkbox"/>	Meal Preparation
<input checked="" type="checkbox"/>	Personal Hygiene
<input type="checkbox"/>	Supervision

Save

Beneficiary ID # P-002

Payor / Insurance Atena

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.

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



[Approve](#) [Reject](#)

Task **Conclusion** **Deviation** [Add Task](#)

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

ByPassReason Notes

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.

TIMESHEET [Refresh](#) [Active](#) [Status](#) [Service Type](#) [Open Missing Timesheets](#) [Census](#)

Billed: 0 Not billed: 2 Paid: 0 Denied: 0

Invalid visits: 0

Select Bulk Type

	Client	Payor	Service	Authorization	Start Date	End Date	Search	Reset									
	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Total Time	Billing Amount	Action				
<input type="checkbox"/>	Brown Hernandez	Atena <small>Not Billed</small>	Personal Care	254874587	10/26/2023	Thursday	+2330	02:13 am	Mobile	11:50 am			Action				
<input checked="" type="checkbox"/>	irtaza waris	Atena <small>Not Billed</small>	Personal Care	254874587	10/24/2023	Tuesday	+2330	06:04 am	Mobile	11:00 pm	18:56:00	594.696	Action				

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

Approve Visits

<input type="checkbox"/>	Employee Name	Patient Name	Service	Visit Date	Visit Day	Clock In Time <input type="checkbox"/> Schedule time	Clock Out Time <input type="checkbox"/> Schedule time	Note
<input checked="" type="checkbox"/>	Itaza wars	Brown Hernandez	Personal Care	10/24/2023	Tuesday	<input type="checkbox"/> Schedule time 09:04 am	<input type="checkbox"/> Schedule time 11:00 pm	Note (Optional)

Approve

Delete Timesheet

Scheduling >> Visit Report

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.

TIMESHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed: 0 | Not billed: 2 | Paid: 0 | Denied: 0

Invalid visits: 0

Select Bulk Type

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Search	Reset					
<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clockin Mode	Clock Out Time	Delete	Action
<input type="checkbox"/>	Itaza wars	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/28/2023	Thursday	+2330	02:13 am	Mobile	11:50 am	Print TimeSheet	Action
<input checked="" type="checkbox"/>	Itaza wars	Brown Hernandez	Atena Not Billed	Personal Care	254874587	10/24/2023	Tuesday	+2330	09:04 am	Mobile	11:00 pm	Edit TimeSheet	Action

Visit Task Documents

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

TIMESHEET Refresh Active Status Service Type Open Missing Timesheets Census

Billed: 0 | Not billed: 46 | Paid: 0 | Denied: 0

Invalid visits: 0

Select Bulk Type

- Select Bulk Type
- Care Type
- Authorization Code
- Payor
- Mark As Complete
- Print Timesheets
- Delete Selected
- Approve Selected

Employee	Patient	Payor	Service	Authorization	Start Date	End Date	Search	Reset						
<input type="checkbox"/>	Rahul T	United Healthcare	Personal Care		10/27/2023	Friday	+490	03:41 am	Mobile	N/A			Action	
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/26/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/25/2023	Wednesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input checked="" type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/24/2023	Tuesday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care	091201983103821	10/12/2023	Thursday	+9311	07:00 am	Mobile	02:00 pm	07:00:00	145.6	Action

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

TIME SHEET Refresh Deleted Status Service Type Open Missing Timesheets Census

All Records
Active
Deleted

Billed 0 Not billed 1 Paid 0 Denied 0

Invalid visits 0

Delete Selected

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

<input type="checkbox"/>	Employee Name	Patient Name	Payor	Service	Authorization Code	Visit Date	Visit Day	Miles	Clock In Time	Clock In Mode	Clock Out Time	Total Time	Billing Amount	Action
<input type="checkbox"/>	William Garcia	Samuel Clark	Atena Not Billed	Personal Care		10/08/2023	Sunday	+9311	07:00 am	Mobile	02:00 pm	07:00:00		Action

Census Option

Scheduling >> Visit Report

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.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

By Billing
By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

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

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

Incomplete Time Sheet 27 Complete Time Sheet 15 Clock-In not done 0 Approval Pending 0

Approval Approved 8 Approval Rejected 0

Select Bulk Type

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.

TIME SHEET Refresh Active Status Service Type Open Missing Timesheets Census

By Billing
By Timesheet

Billed 0 Not billed 42 Paid 0 Denied

Invalid visits 0

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