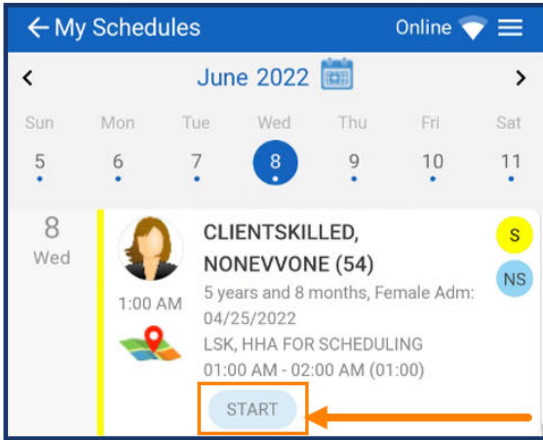
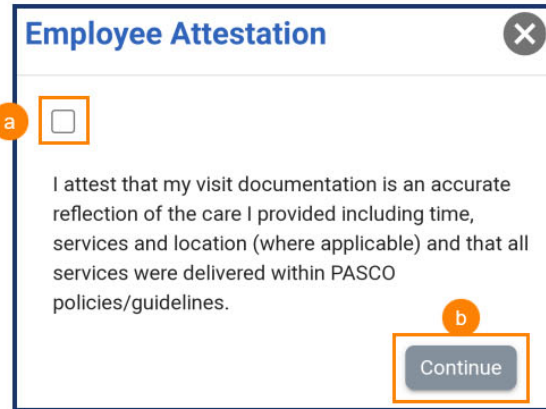


Start a Visit (Clock In)

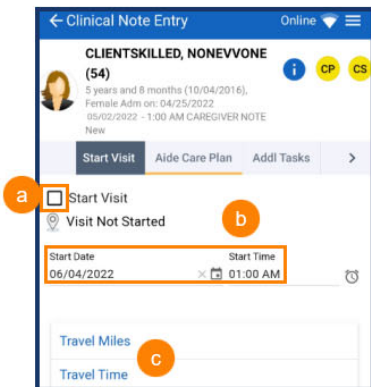
- 1 Find your visit on the My Schedules Screen, and press START.



- 2 Acknowledge the Fraud Statement

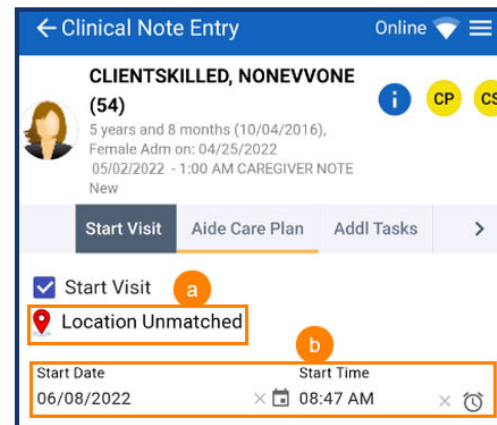


- 3 **a** Select the Start Visit check box.



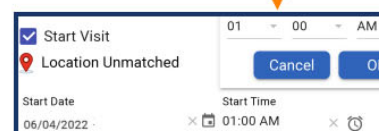
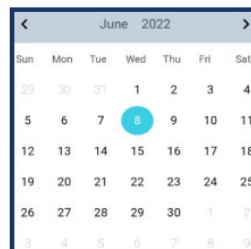
- b** The scheduled visit date and time are shown until you start the visit.
- c** Ignore travel time and miles.

- 4 Update your start time.



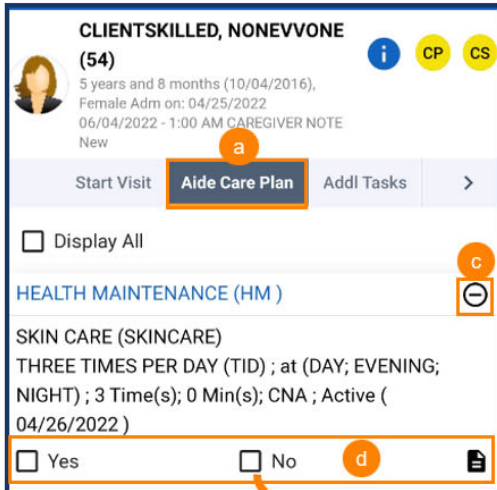
Note: Visits must be completed within 45 days.

- a** This is for EVV Visits, you can ignore the location.
- b** It will default to the current date and time. You can update by clicking into the field and typing, or clicking the calendar and clock icon, or use a combination such as type the first hour and click the clock to select the time as shown.



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1 **a** Click the Aide Care Plan tab.



b Document each task, scroll down if required.

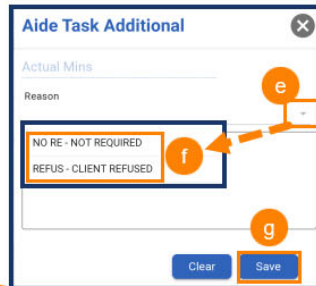
c The minus icon will collapse tasks within the category. If you see a plus icon, click to expand and document the tasks.

d Document task completion as Yes or No; No requires a reason. To view the reason later, click the note icon.

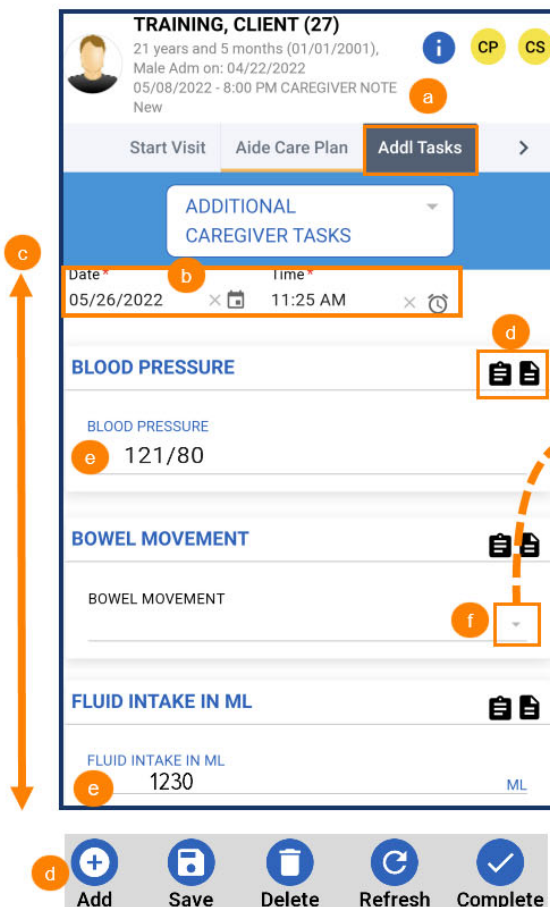
e Click the Reason drop-down arrow.

f Select Not Required or Client Refused. Do not add any other information.

g Press Save.



2 **a** Click the Addl Tasks Tab. (Skip step 2 if your tab is blank).



b Update the date and time to the actual visit date and time.

c Document each task, scroll down if required.

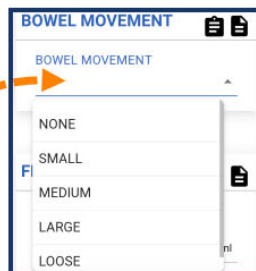
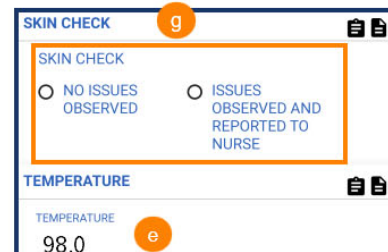
d You can ignore the clipboard, notes and buttons at the bottom.

Some tasks are entered differently, including these possible options:

e Enter a measurement value in numbers.

f Select an option from the drop-down menu.

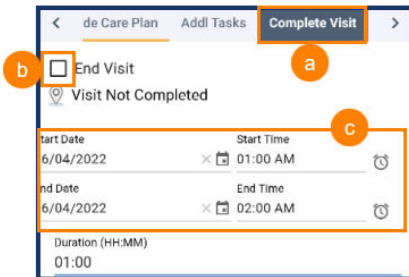
g Select one option.

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End a Visit (Clock Out)

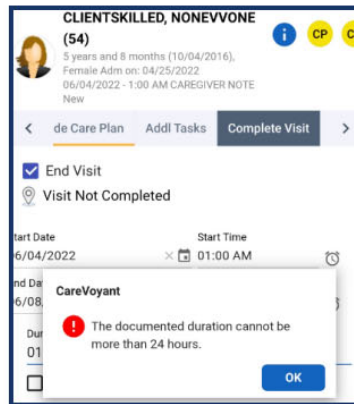
1 a Go to the Complete Visit Tab.



b Click the End Visit checkbox.

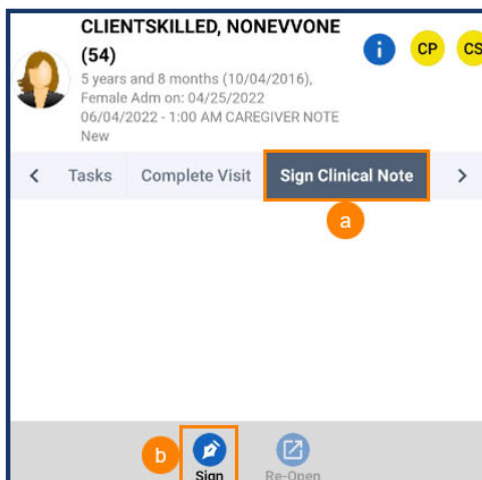
c The scheduled end date and time are shown until you end the visit.

2 Update the End Date and Time.



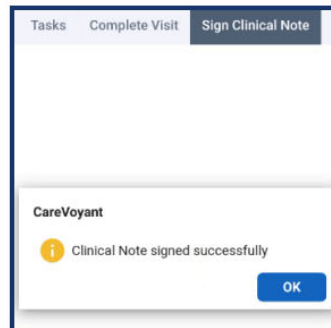
Note: Documenting a visit 24 hours or more in the past will result in this error message when the date and time default to the current date and time. Click OK and update the end date and time.

3 a Click the Sign Clinical Note tab.



b Click Sign at the bottom to complete your visit.

You will receive a message when the visit has been successfully completed.



Note: If you enter a duration longer than the scheduled visit, you will receive an error after clicking the Sign icon. Return to the Complete Visit tab to correct the end time.

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