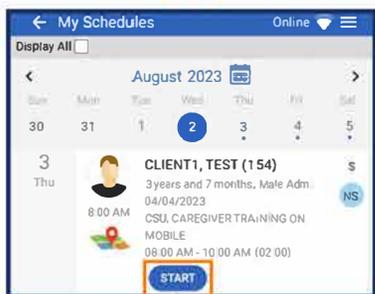
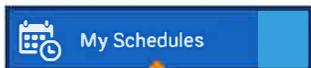


PASCO - CareVoyant



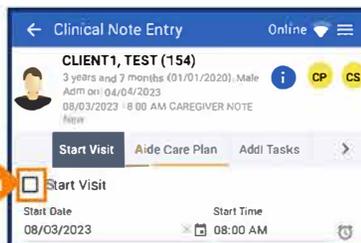
Complete a Visit

1

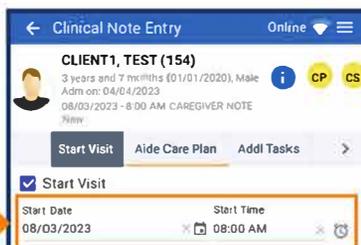


- a Go to the My Schedules screen.
- a Find the visit and click START.

2



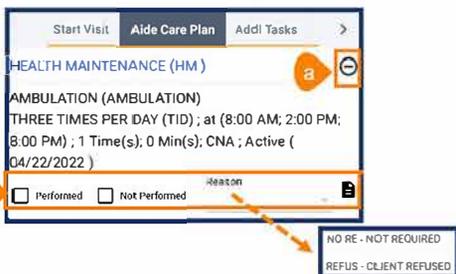
- a Select the Start Visit check box.



- b The start date and time remains as scheduled.

3

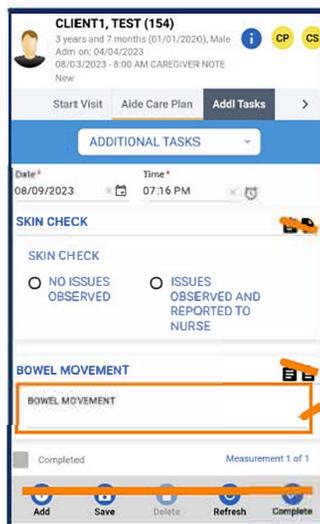
The Aide Care Plan tab opens. Scroll down to view all tasks, if needed.



- a Hide tasks with collapse icon within that category. View hidden tasks by clicking the Expand icon. ⊕
- b Document task completion. Not Performed requires a reason.

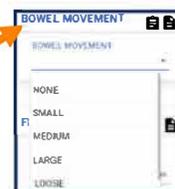
4

Click the Addl Tasks tab. (Skip if your tab is blank).



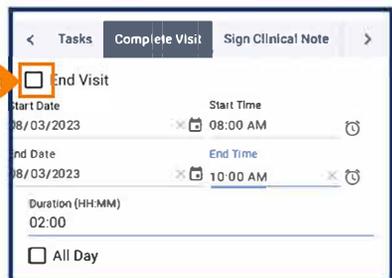
Ignore the clipboard and note icons, and the icons at the bottom.

Document each task, which may include: entering a measurement, vital, or selecting an option from a drop-down menu or list of options. Scroll down if needed.

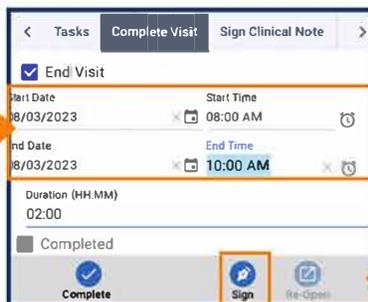


5

Go to the Complete Visit Tab.



- a Click the End Visit checkbox.



- b The end date and time also remains as scheduled.
- b Click the sign icon.



Visits must be logged by midnight daily.