

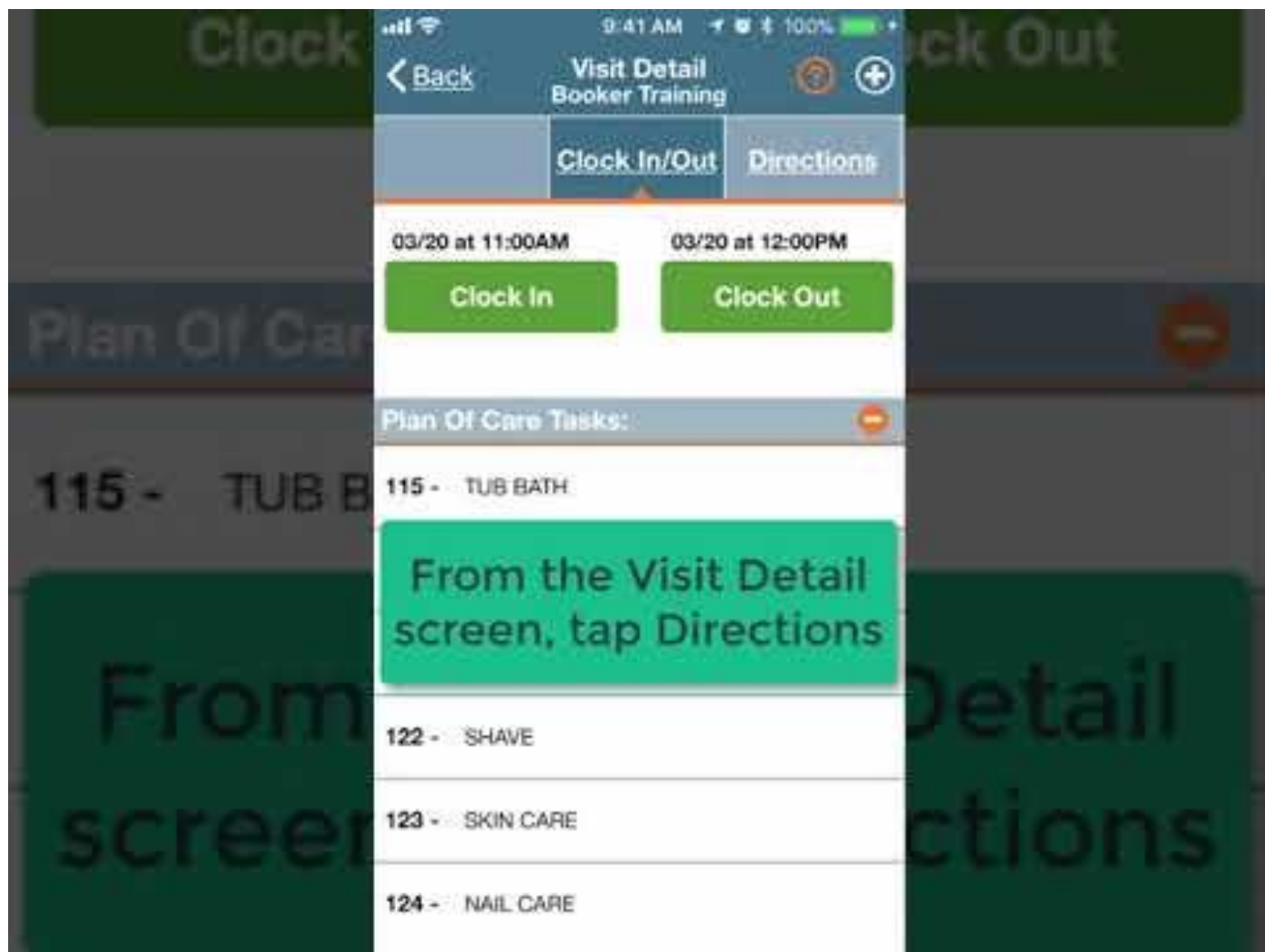
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# Clocking In and Out

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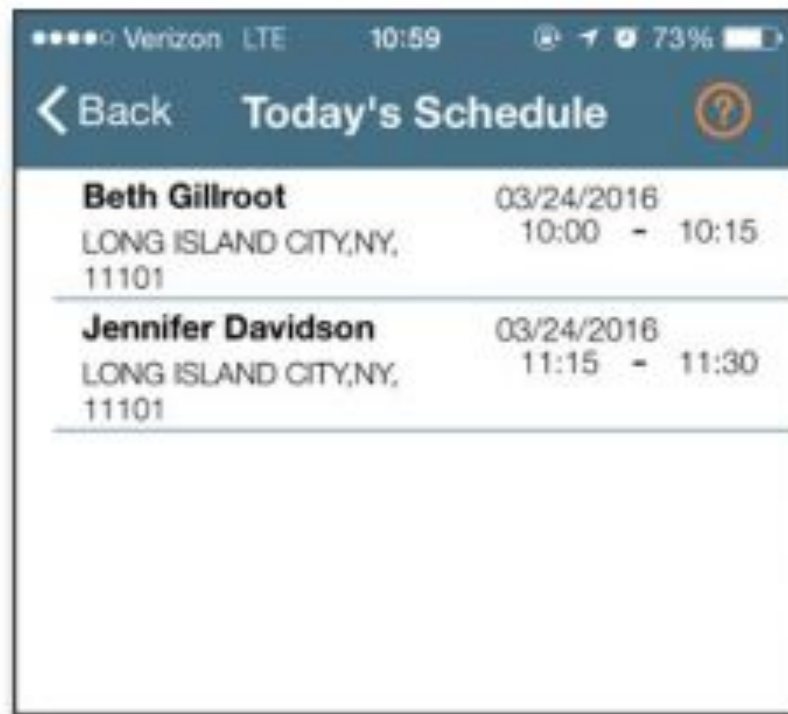
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# Clocking In and Out

The following section will provide a step-by-step walkthrough of Clocking In and Out of a Visit, as well as entering POC Duties and Patient Signatures.

1. Select **Today's Schedule** from the Main Screen and select the appropriate Visit. For this example, we'll select the Patient Beth Gillroot:

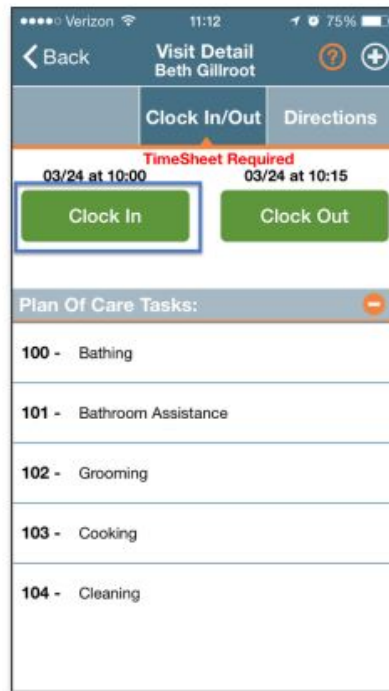


Provider	Date	Time
<b>Beth Gillroot</b> LONG ISLAND CITY, NY, 11101	03/24/2016	10:00 - 10:15
<b>Jennifer Davidson</b> LONG ISLAND CITY, NY, 11101	03/24/2016	11:15 - 11:30

**Clock In and Out**

# Clocking In and Out- Clocking IN

2. Once you select a Patient, you will be brought to the Clock In/Out tab of the Visit Details page. Click on the **"CLOCK IN"** button and select **GPS** to submit an EVV:



Clock In/Out Tab



Select GPS or Security Token

# Successful Clock IN

3. If the EVV was successful, it will display under “CLOCK IN” in green. The “CLOCK IN” button will also display in grey.

If the EVV was not successful, the EVV placement time will display in red instead of green.



Successful EVV

# Visit Details

4. From the Visit Detail page, you may also access:

a. **Directions tab**: Syncs to your mobile device's GPS to provide directions to the Visit location.

b. Patient Info tab: Displays the Patient's name, any phone numbers connected to the profile, their address, and emergency contacts.

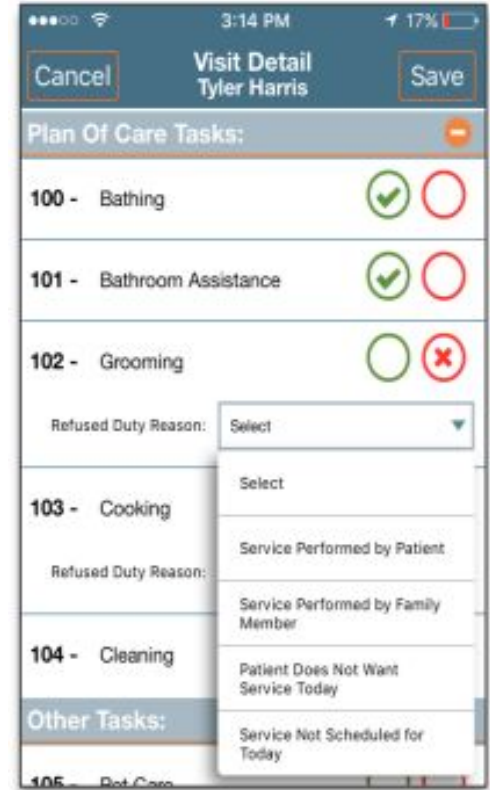
c. Care Plan tab: This page contains the Patient's POC. It will list each duty in detail, describing how often it is required and any extra instruction.

d. Notes tab: This page will maintain a record of notes you, or the Agency, makes for the Visit.

# Clocking out and completing notes

5. When you have completed the Visit, click the green "CLOCK OUT" button on the Clock In/Out page. You will be prompted to select the duties you performed. Users may mark each duty as performed by clicking the green check.

**YOU MUST SELECT AT LEAST 5 ITEMS**  
**YOU WORKED ON**

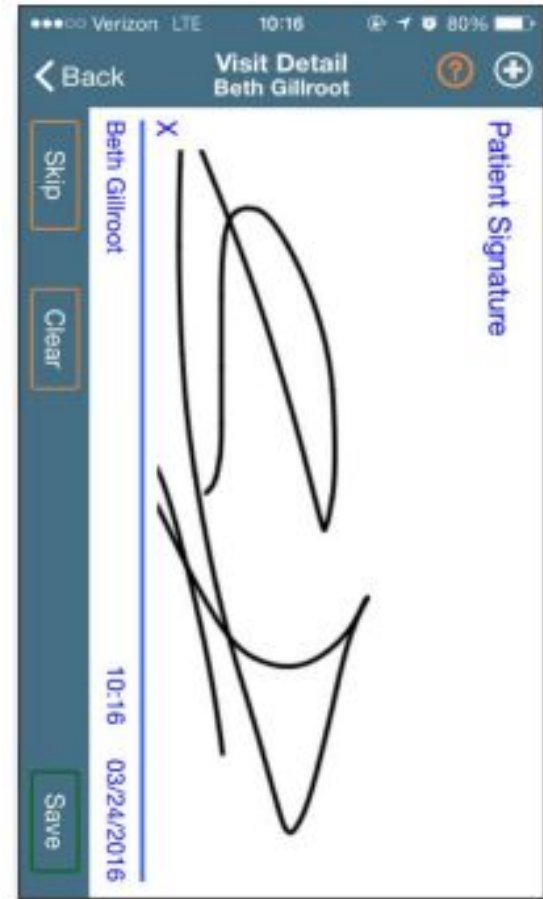


Enter POC Duties

# Obtaining a Signature

The Visit requires a Patient Signature, you will be prompted to enter that as well.

**WE WOULD LIKE A SIGNATURE FROM THE CLIENT OR RESPONSIBLE PARTY, IF YOU UNABLE YOU MUST REPORT THAT TO JANET WESTLEY at 856-861-5448 ex 503**



Patient Signature



# Visit Note- PROGRESS NOTE ON THE APP

At any time during or after a Visit, you may enter notes from the Visit Details page by clicking on the Add Note Icon (the circled plus sign):

The dropdown menu contains options for adding a Visit Text Note, a Visit Voice Note, or a Visit Image Note.

**SELECT "VISIT TEXT NOTE"**



# VISIT NOTE- PROGRESS NOTE

**MUST BE five (5) sentences describing what you did that day and what skills you helped with and/or taught.**

**Please note that you should be noting that you provided supervision throughout the session and the skills you worked on where to increase the independence of the client.**