HOLISTIC HOME HEALTH CARE & HOSPICE

Hospice Timesheet & Charting

ACKNOWLEDGEMENT AND REQUIRED SIGNATURES: Review the **completed time sheet** for accuracy *before* signing.

It is a federal crime to provide false information on billings for Medical Assistance payment.

Your signature *verifies* the times & services entered below are *accurate* and that the services were performed as specified

EMPLOYEE NAME & TITLE:_____ **TOTAL #MILES:** _____ **TOTAL ON CALL PAY:** _____

PAY PERIOD FROM _____**TO**_____ **TOTAL HOURS:** _____ **TOTAL ON CALL HRS:** _____

DAY & DATE:_____/____/____/_____ **DAILY TOTAL #VISITS:**_____ **DAILY ON CALL HRS:**_____

#	CODE	DESCRIPTION	PATIENT NAME	EMR Note?	TRAVEL START	TRAVEL END	TIME IN	TIME OUT	TOTAL TIME	# OF MILES
SIGNATURE:_____			**DAY&DATE:**_____/____/____/_____				**DAILY TOTAL:**			

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If you have questions regarding coding, speak to your supervisor.

TIME SHEET CODE TO USE:

BCC	BEREAVEMENT CARE COORDINATOR
HHA	HOME HEALTH AIDE
LPN	LICENSED PRACTICAL NURSE
MCL	MARKERTER/COMMUNITY LIAISON
MD	MEDICAL DIRECTOR
MSW	MEDICAL SOCIAL WORKER
OC	OFFICE COORDINATOR
PCC	PATIENT CARE COORDINATOR
RN	REGISTERED NURSE
SCC	SPITITUAL CARE COORDINATOR
VC	VOLUNTEER COORDINATOR
VOL	VOLUNTEER

FOLLOWED BY ACTIVITY CODE:

ADM	ADMISSION
CC	CONTINUOUS/CRISIS CARE
DTH	DEATH
FM	FAMILY/FACILITY MEETING
NBV	NON-BILLABLE VISIT
OFF	OFFICE
ORIENT	ORIENTATION
PHN	PHONE CALL
TRVL	TRAVEL
VST	VISIT (ROUTINE)

MILEAGE REIMBURSEMENT: RATE = $0.50/MILE

HOME → WORK = Ø WORK → LUNCH = Ø
WORK → HOME = Ø LUNCH → WORK = Ø

BEGIN MILE REIMB: LEAVE 1ST PATIENT HOME
END MILE REIMB: ARRIVE LAST PATIENT HOME

ON CALL MILEAGE REIMBURSEMENT:

HOME → WORK = REIMBURSED
WORK → HOME = REIMBURSED

ON CALL/AFTER HRS ADD THE ABBREVIATION 'OC' AT THE END

Ex: Spiritual Care Coordinator (SCC) is on call and has to go see a patient.
The travel code would be TRVLOC for travel time, the visit code would be SCCVSTOC.

All *on call hours* must be logged even if patients were NOT seen.

Timesheets that are not received by the Monday following the end of the workweek are NOT guaranteed to be paid on time