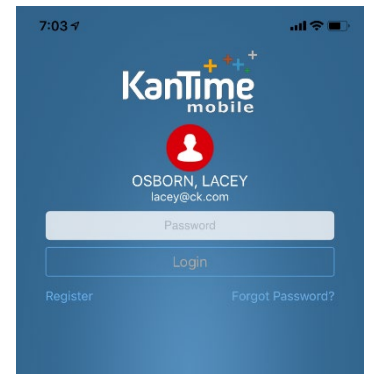
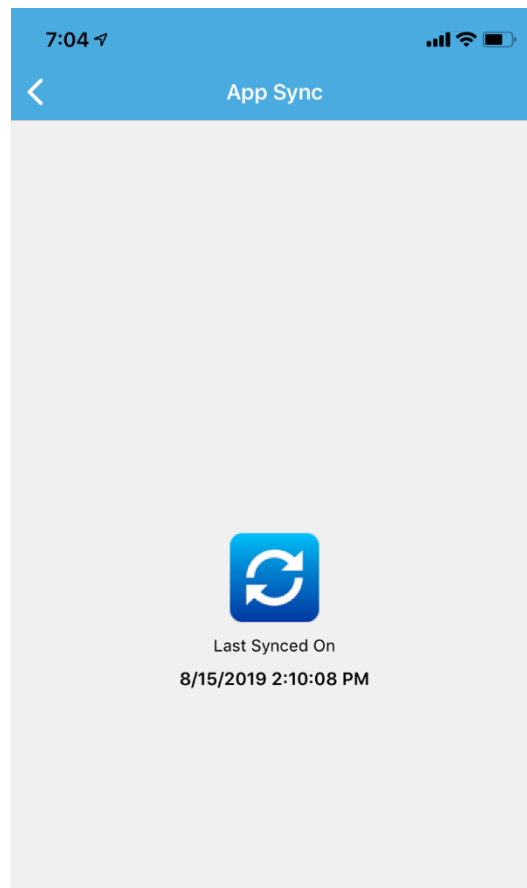


## KanTime Mobile Directions

- DOWNLOAD AND SIGN IN →
  - Download App (free to download)
    - Register as home health
  - Sign into app using the use id and password you were given by HR

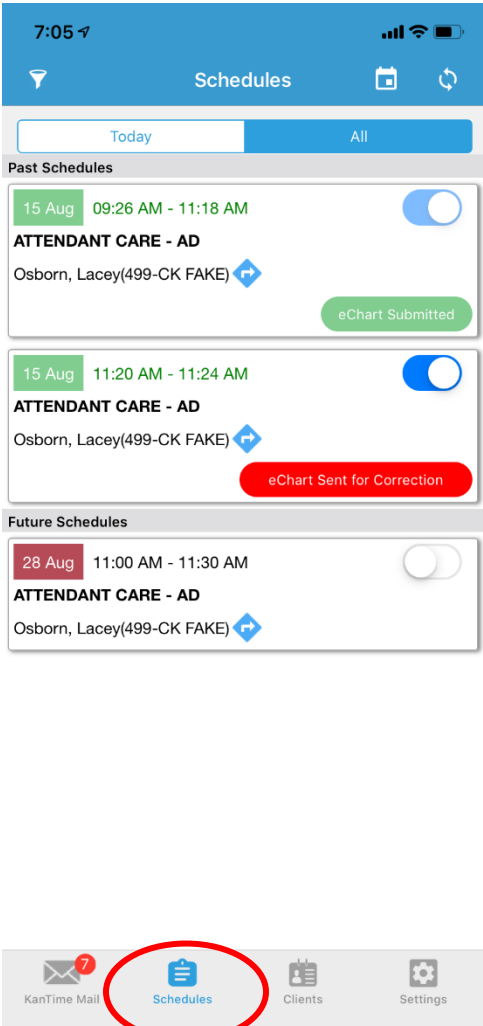


- USING THE APP
  - Before using the app for the day, you must SYNC your app to populate your visits.
  - Even if your schedule has not changed, it is **highly** recommended that you SYNC the app before use each day/morning.

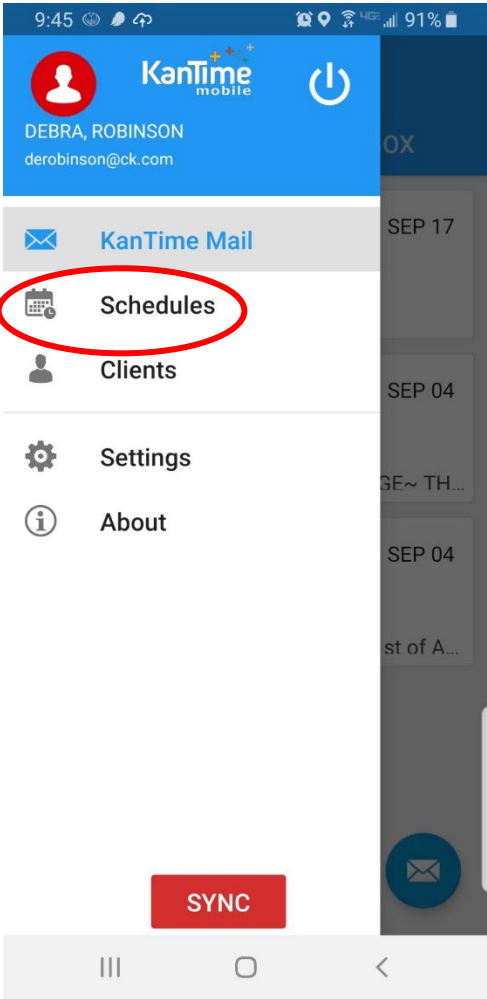


# TO FIND SCHEDULED VISITS

iPhone:



Android:



**\*\*Here, you can see info about your visit(s)\*\***

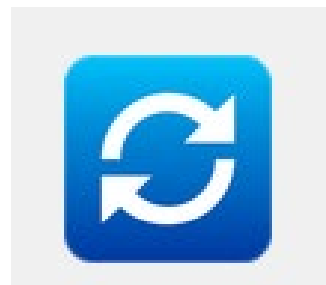
**Click on "Schedules"**

**Your assigned visits will be listed. Click on visit to see the schedule details.**

## 1. Checking In to Client Visit

- You must be present at the client's home
- Press Check-In
- **Immediately SYNC app to capture check-in**

Otherwise, you'll be getting a call from QA 😊



7:05 📶 🔋

< Schedule Details ⋮

**Aug 15** **ATTENDANT CARE - AD**  
Osborn, Lacey(499-CK FAKE)  
1335 Sadlier Circle East Dr, Indianapolis, IN-46239 📍  
11:30 AM - 12:00 PM CONFIRMED

**CHECK-IN TIME** 11:20 AM 📍 **CHECK-OUT TIME** 11:24 AM 📍

No Miles entered Miles

Client/RP Signature Captured

14 Tasks Documented

Vitals

Clinician Digital Signature ⓘ

**Submit**

**Please stick to scheduled visit time (If you are running late or your schedule time is incorrect, please call the office and ask for scheduling at 317-788-0777).**

## 2. Checking Out of Client Visit

- You must be present at the client's home
- Press Check Out
- Do not add milage on the chart; you **MUST** continue filling out Mileage Tracker if mileage is being claimed for errands/transportation (CK TIME ONLY)

7:05

< Schedule Details

**Aug 15** **ATTENDANT CARE - AD**  
Osborn, Lacey(499-CK FAKE)  
1335 Sadlier Circle East Dr, Indianapolis, IN-46239   
11:30 AM - 12:00 PM   
**CONFIRMED**

**CHECK-IN TIME** 11:20 AM

**CHECK-OUT TIME** 11:24 AM

No Miles entered [Miles](#)

Client/RP Signature Captured

14 Tasks Documented

Vitals

**Clinician Digital Signature**

**Submit**

### 3. Document the tasks for the visit

a) ONLY MARK "REPORT ISSUE TO OFFICE" If you have a fall, injury, hospitalization, or emergency about the client.

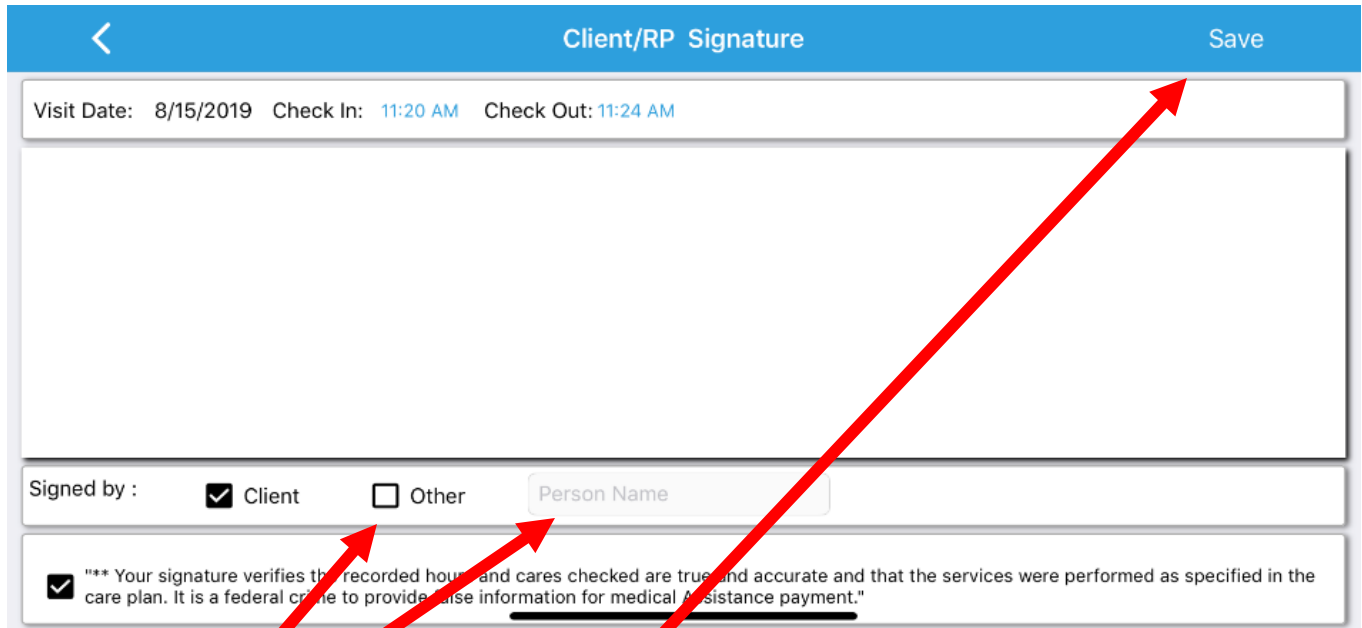
The screenshot shows a mobile application interface for tracking aide tasks. At the top, the status bar displays the time 7:05, signal strength, Wi-Fi, and battery icons. The app header is blue with a back arrow, the title 'Aide Tasks', and an information icon. Below the header, a list of tasks is shown, each with a title and a count in parentheses. Each task has a progress bar with a green segment for 'Performed' and a white segment for 'Declined'. A plus icon in a square is located to the right of each progress bar. The tasks listed are:

- Report issue to office (38)
- Change bed linens (103)
- Clean bathroom (105)
- Clean bedroom (106)
- Clean kitchen (wash dishes) (108)
- Companionship (110)
- Dressing/ Undressing Assistance (111)
- Empty trash (113)
- Fall Precautions (115)
- Grooming assist (117)
- Laundry (120)

### a. Capture Client's (or Rep's) signature

Client can use their finger to write their name.

See HR for Phone Sani Wipes



The screenshot shows a mobile application interface for capturing a signature. At the top, there is a blue header with a back arrow on the left, the title "Client/Rep Signature" in the center, and a "Save" button on the right. Below the header, there is a white box containing visit information: "Visit Date: 8/15/2019", "Check In: 11:20 AM", and "Check Out: 11:24 AM". The main area of the form is a large, empty white rectangle. Below this, there is a section for "Signed by:" with two checkboxes: "Client" (checked) and "Other" (unchecked). To the right of these checkboxes is a text input field labeled "Person Name". At the bottom of the form, there is a checkbox that is checked, followed by a disclaimer: "\*\*\* Your signature verifies the recorded hours and cares checked are true and accurate and that the services were performed as specified in the care plan. It is a federal crime to provide false information for medical Assistance payment." Three red arrows originate from the text below and point to the "Save" button, the "Client" checkbox, and the "Other" checkbox.

If client is NOT the individual signing, be sure to mark "Other" and put WHO the person is signing for your visit.

Then click SAVE

### b. Digitally Mark your own Clinician Signature by marking this box:

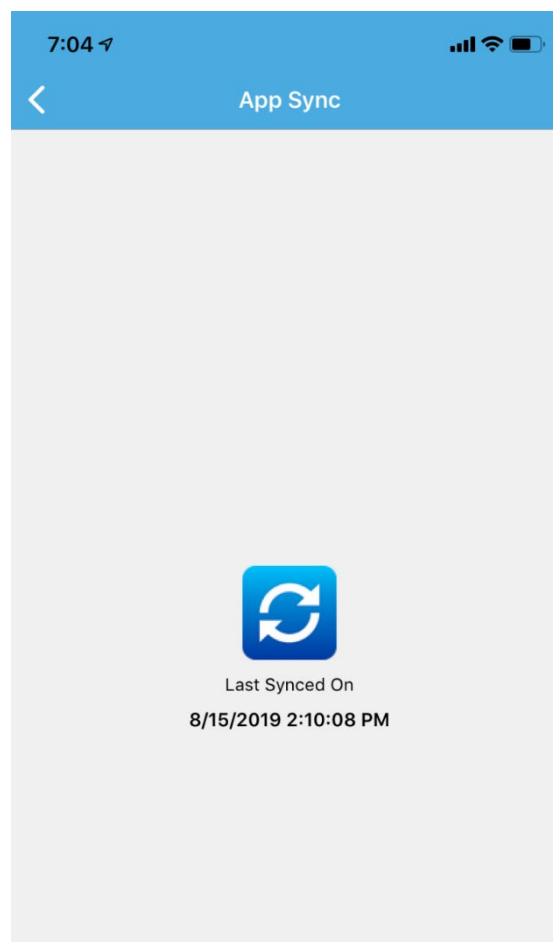


The screenshot shows a single checkbox labeled "Clinician Digital Signature" with an information icon (i) to its right. The checkbox is checked.

## 6. SUBMIT VISIT

**\*\* If you submit the visit but you receive an error message please sync the app, and resubmit the visit\*\***

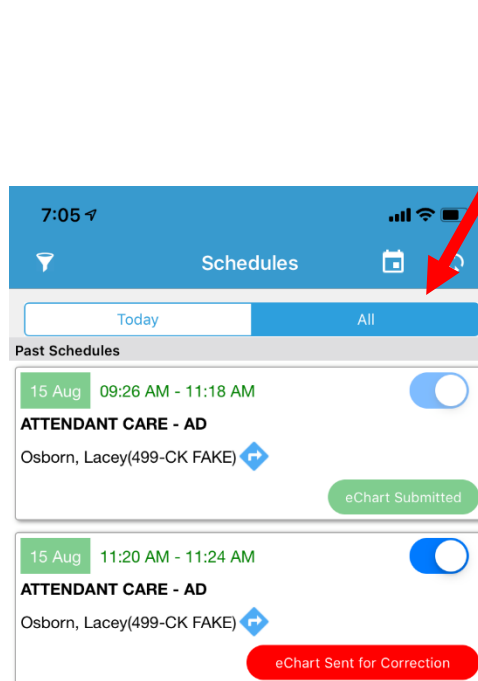
## 7. SYNC APP



**8. Repeat process for multiple visits in same day**

## ERRORS / Trouble Shooting

- If you are not at the client's house – we will know
- If you get an error when checking in shows you that you are so many meters away from client's location, but you are at the client's home, notify QA. QA will ask to speak with the client to verify.
- Make sure you are checking in and out of the correct visits at the correct times.
  - If your visit time is not correct, call the office and ask for scheduling.
- When in doubt, SYNC your app.
  - We recommend doing this every morning before you start your day.
- If you did not successfully capture your client's signature, QA will send your chart/visit back to you to be corrected.
  - You can find "correction" visits in the "ALL" schedule view.





# EVV REASON CODE

**\*\*Your Location will be red if you check-in or out outside of the location boundary\*\* If you have any questions, Please the office and ask for QA!**

3:15

Schedule Details

Oct 18

ATTENDANT CARE - AD  
Osborn, Lacey(499-CK FAKE)  
7550 East Washington st, Indianapolis, IN-46219  
3:00 PM - 3:05 PM

CONFIRMED

Confirmation

You are Checking-Out from a place Outside allowed Boundary  
Allowed distance:130  
Current distance:2691  
Patient Location:7550 East Washington st,

Reason for Outside patient location:  
Service Outside the Home

Reason Notes  
Drop off at different location

No Task  I confirm that there are paper documents available as evidence for this change.

Continue Cancel

Vitals

Clinician Digital Signature

Today's Notes

Submit