

Time Sheet Entry Policy and Procedures

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POLICY

Time sheets are only used for clients that are covered by Insurance. The time sheets are needed to submit to Insurance companies for payment.

Time sheets are to be completed with all the required information for each client serviced, to be signed by both the Client and Caregiver and to be submitted to the office by Monday at 5:00 PM for the week just ending on Sunday.

PROCEDURES

- The caregiver will include the following information on each submitted timesheet:
 - Name and Address of Client.
 - Name of Caregiver
 - Week Ending Date
 - Start times and finish times using AM or PM
 - Total hours for each day worked
 - Total hours for the week
 - Include the odometer reading and total mileage for any mileage put on the caregiver's car while running errands or providing transportation.
 - Check off activities performed for the client on the days worked
- If the caregiver visits the client more than one day a week, one time sheet for the entire week should be used.
- The timesheet is reviewed with the Client and the Client signs the form.
- The caregiver signs the form
- The Client receives the Yellow copy of the timesheet.
- The White copy of the timesheet is submitted to the office by 5:00 PM on Monday.