

CareMate Home Health Care, Inc.
2236 Marshall Avenue
St Paul, MN 55104
651-659-0208

Timecard Charting Policy

Charting sheets are completed by all employees of CareMate Home Health Care, Inc. For Home Health Aides (HHA) the charting sheet is white, for Personal Care Attendant (PCA) the charting sheet is purple, for Homemaker the charting sheet is pink, for Respite the charting sheet is blue, and for Companion Care the charting sheet is green. All of these charting sheets are located on the top right corner of the receptionist desk.

Charting sheets must contain the following:

1. **CHARTING SHEETS MUST BE COMPLETED DAILY!** If your charting sheet is not pre-printed you must list the client's Name, MA # and DOB. Ask the Staffing Coordinator for this information if you do not know them already. Put your Name and PCA Provider number, the date you are completing the service along with the actual time in and out of the client's home, making sure to circle AM or PM. Also put in the total number of hours you worked. When you only have one charting sheet remaining, call the office to have more printed for you.
2. All charting sheets must be completed in **black ink** and no **white out** is permitted on the charting sheet. The charting sheet will not be processed and you will need to submit a new charting sheet.
3. If your charting sheet is not legible you will need to resubmit a corrected one before payroll can be processed.
4. You must follow the client's care plan and document which services you provided by placing your initials in the appropriate box for the cares that you have completed. Remember the client has a right to accept or refuse cares and you should call the office if they refuse. You cannot stay at a client's home if you are not completing services listed on the care plan and charting sheets cannot be processed if no personal care is completed.
5. You must work in fifteen-minute increments according to state guidelines.
6. All personal care must be provided while the client is present and is at **home**. You **must not** provide services to clients while they are in the hospital, nursing home, assisted living or on vacation. If your client is in these locations, you must call the office immediately and include the details of dates, times and location on the charting sheet.
7. You must chart actual time worked. If you are scheduled for two shifts in the same day, you must complete two separate charting sheets. If you take a break during your shift, you must complete two separate charting sheets for that day. You do not have paid breaks.

8. Where applicable, each day you must have the client initial the charting sheet. The client must sign and date the charting sheet after services are completed for the week. You must not ask a client to sign before completion of services. This may be construed as an intention to commit insurance fraud with inaccurate hours worked. You must draw a line through any dates you did not provide services. You also must sign and date the charting sheet.

9. Homemaker is the only service where you can purchase food for the client. Shopping must be listed on the care plan if this service is needed. You may only purchase food for the client once a week. You may not purchase cigarettes or alcohol for the client. You may not pick up medications for the client unless you are a Registered Nurse and have a current license. If the client needs shopping, then you must call the Staffing Coordinator before you go shopping. You must notify them where you are going, what you plan to purchase and how you intend to pay for the food. You will also need keep documentation at the client's house listing the date, time and location where you will be shopping. You will also need to document how you are intending to pay. Lastly if money is exchanged, your client and your initials should be documented and receipts need to be presented to the client so there is no discrepancy. If there is a discrepancy, this could lead to an investigation for Financial Exploitation of a Vulnerable Adult.

10. You must complete a schedule and work the planned hours that meet the needs of the client and present it to the Staffing Department. The office must be notified if there is any change of the planned schedule.

11. You cannot drop off charting sheets or pick up your paycheck during your scheduled work hours. Talking or playing on your cell phone is not acceptable. These are your personal break time and you may not chart during these times. If you take a break during your shift, you must complete two separate charting sheets for that day.

12. If the charting sheets are filled out incorrectly you must come in and correct the charting sheet as soon as possible. If you want a paycheck for that pay period, the charting sheets must be corrected no later than Thursday noon.

13. Charting sheets will not be accepted if they are **faxed or emailed**. CareMate's office must receive the original charting sheets before payroll can process your pay check. See payroll periods for specific times when charting sheets are to be turned in and payroll dates.

14. Charting sheets must be submitted **NO LATER THAN 30 DAYS** after service is rendered. **AFTER 30 DAYS, YOU WILL NOT BE PAID** for these services. This policy is due to we are being reimbursed by Federal, State and Insurance companies and these are their regulations and guidelines that we must comply with. Please call if you have any questions.

I have read and understand the above policy and agree to abide by these policies.

Employee Signature

Date