

## From the Office of Clinical Informatics Home Care and Hospice Per Diem Visit Count

November 4, 2022

## Recording the Per Diem visit count is a two-step process on the tablet.

## **Documenting Per Diem Visit Count**

- **<u>STEP 1</u>**: From the **Calendar** tap **+ Add** in the lower right corner.
- **<u>STEP 2</u>**: Tap **Activity**.
- **<u>STEP 3</u>**: If **Resource Type** does not auto populate, tap the dropdown arrow to select the appropriate resource type.
- **<u>STEP 4</u>:** Date automatically populates to today, update as necessary.
- **<u>STEP 5</u>**: Leave **Start Time** and **End Time** blank.
- <u>STEP 6</u>: Tap Activity and select Per Diem Daily Visit Count.

| Physical Therapist Per Diam | Nov 5, 2022                             |  |
|-----------------------------|-----------------------------------------|--|
| Physical merapist Per Diem  | • • • • • • • • • • • • • • • • • • • • |  |
| TART TIME                   | END TIME                                |  |
|                             |                                         |  |
|                             |                                         |  |
| CTIVITY                     |                                         |  |

- If an Admission, Resumption of Care and/or Recertification was performed, select Per Diem Admit/ROC/Recert Count.
- **<u>STEP 7</u>**: Tap **Done**.

## **Time Entry**

- **<u>STEP 1</u>**: From **Time Entry**, tap the **Per Diem Activity** entered on the **Calend**ar in the left column.
- **<u>STEP 2</u>**: Under **Duration**, enter the **number of visits performed** for the day.
  - If 3 Routine visits were performed, enter 3 under Duration.
  - The screen no longer has editaible fields, indicating that the information has been synced to Host.

| Per Diem Daily Visit Count<br>3 Iv | Per Diem Daily Visit Count      |                       |
|------------------------------------|---------------------------------|-----------------------|
|                                    | DURATION 3 hr Per Diem Daily Vi | sit Count             |
|                                    | TRAVEL TIME<br>No travel time   | MILEAGE<br>No mileage |
|                                    | DURATION                        |                       |

**<u>STEP 3</u>**: Navigate to **Today** to sync activities.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.