

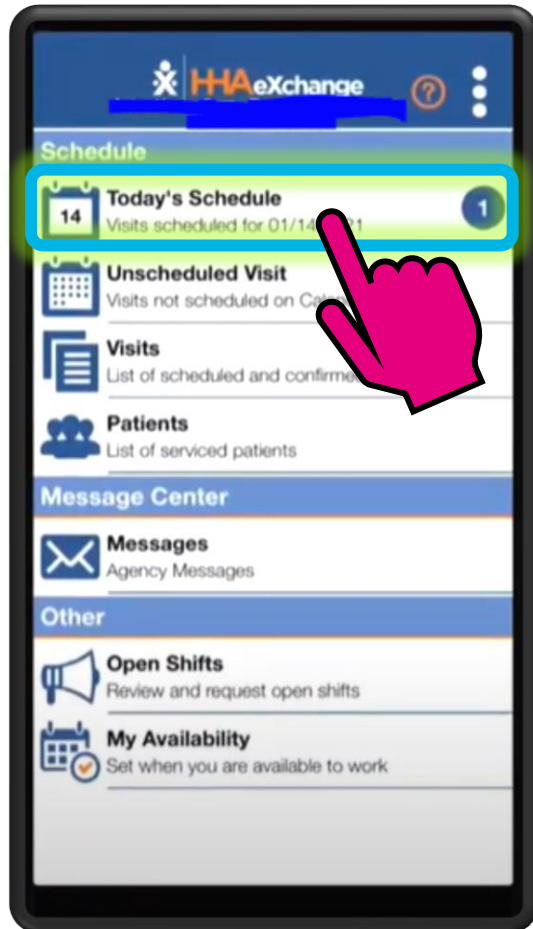


**HH AeXchange**

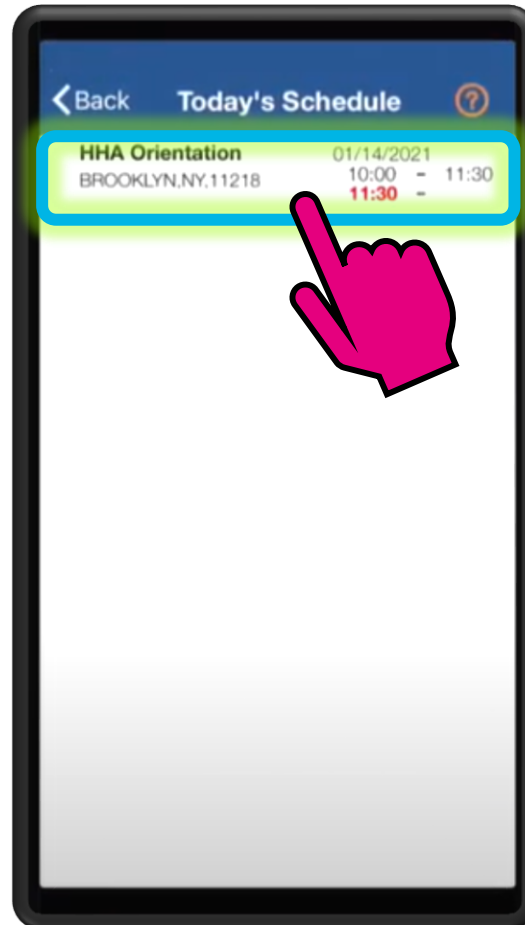


# CLOCKING OUT / DEPARTURE

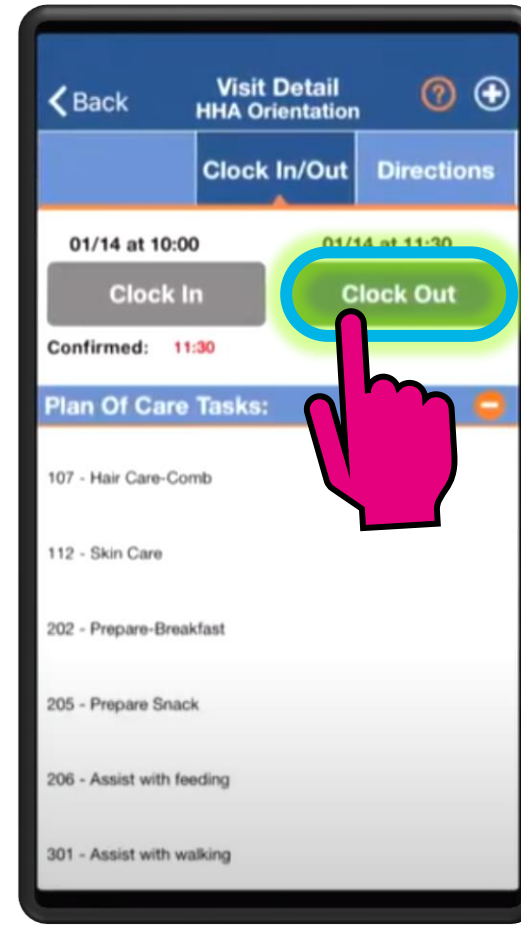
STEP 1. SELECT TODAY'S SCHEDULE



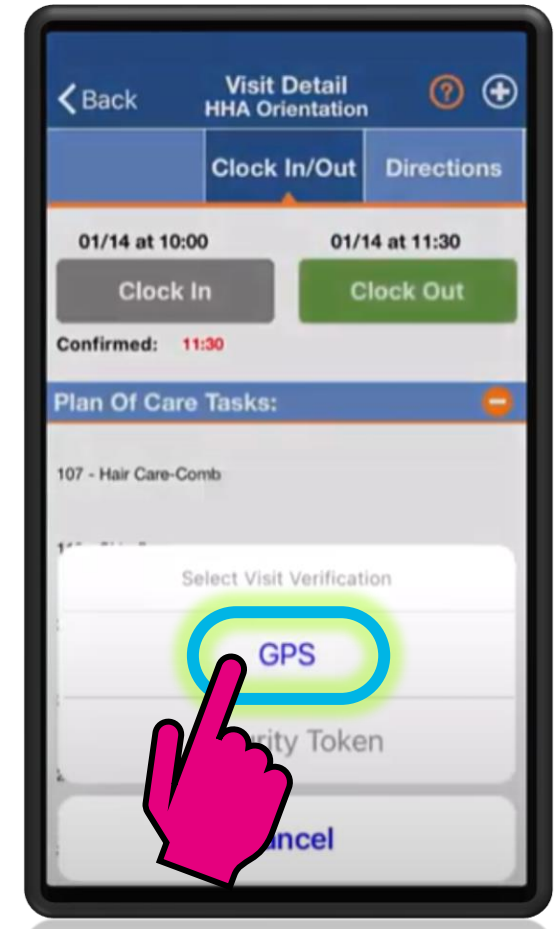
STEP 2: SELECT THE CLIENT



STEP 3: PRESS CLOCK OUT



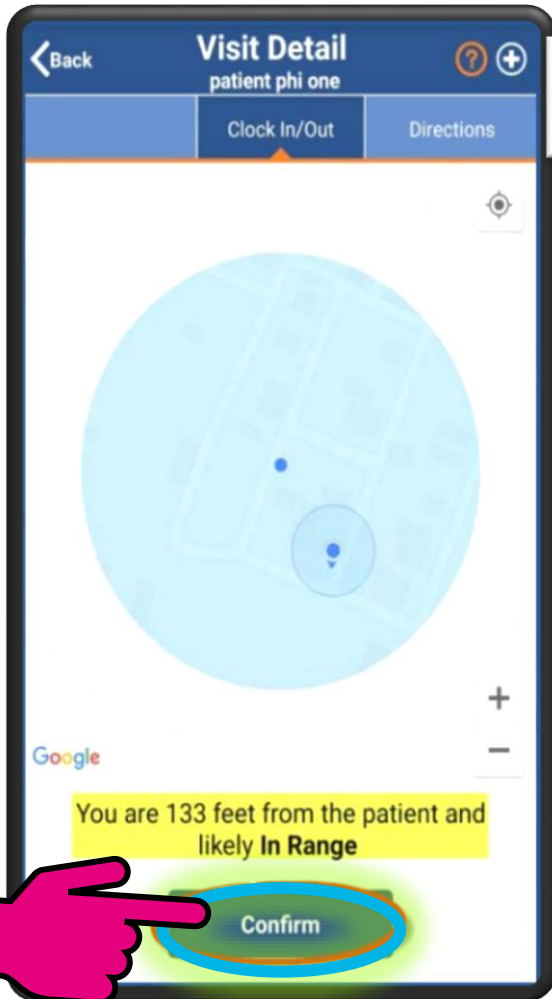
STEP 4: SELECT GPS



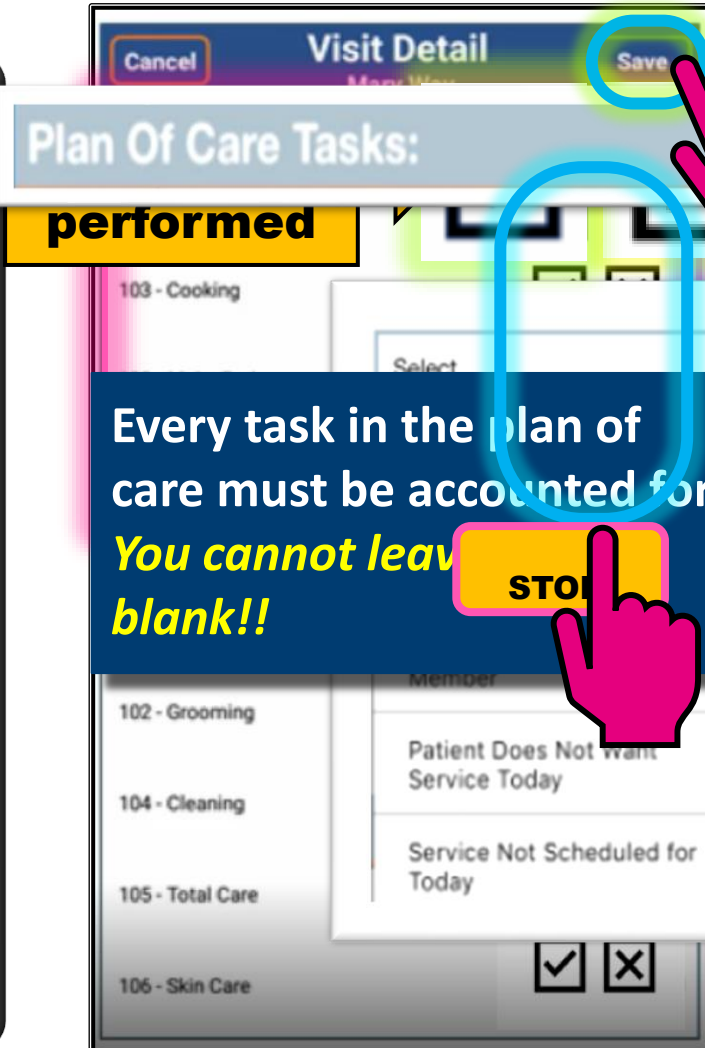
# CLOCKING OUT / DEPARTURE



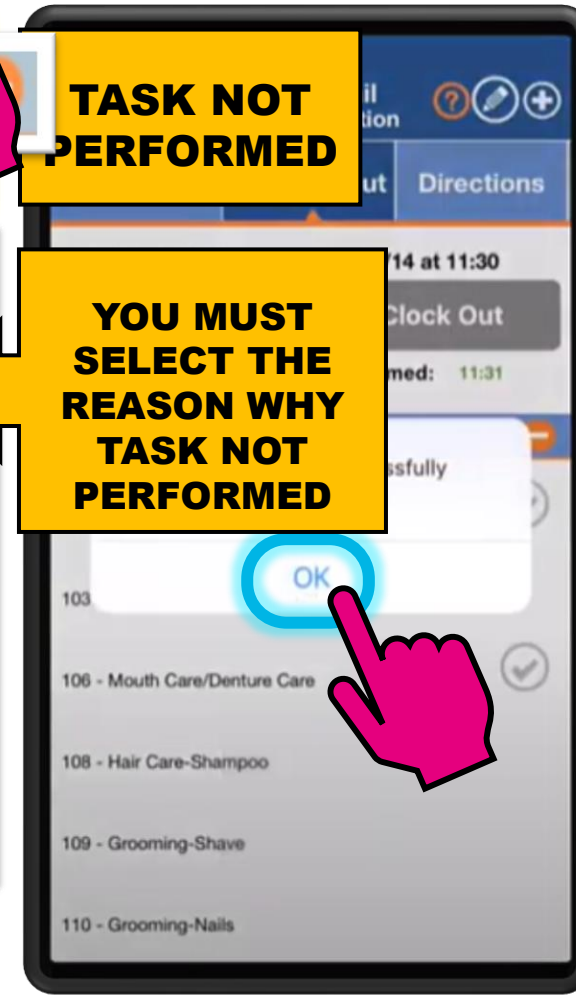
STEP 5. Confirm your GPS location on the map



STEP 6. SELECT TASK COMPLETED OR NOT COMPLETED. THEN SAVE



STEP 7: PRESS OK



**YOU HAVE SUCCESSFULLY CLOCKED OUT!**



**WHAT SHOULD YOU DO?**

**Try to encourage the patient to do the task**

**If the patient continues to refuse, document it when you clock out!**

## **I FORGOT TO CLOCK OUT AT THE CLIENT'S HOME..**

### **WHAT SHOULD YOU DO?**

- 1. CLOCK OUT AT THAT MOMENT YOU REMEMBER BY USING  
HHAX APP**
- 2. CALL YOUR SUPERVISOR AND LET THEM KNOW WHAT  
HAPPENED**
- 3. ALWAYS REMEMBER TO CLOCK IN AND OUT FROM CLIENT'S  
HOME... YOUR PAYCHECK DEPENDS ON IT!!**





### **WHAT SHOULD YOU DO?**

**Call your supervisor**

**Clock out from the  
HHAexchange app at that  
location!!**



HHA's are Required to use the automated call in system. A task code sheet will only be accepted if the client has no telephone, and will NOT be accepted for any other reason.

Date: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

HHA Name: \_\_\_\_\_ Patient Name: \_\_\_\_\_

HHA Sig.: \_\_\_\_\_ Patient ID #: \_\_\_\_\_

HHA ID#: \_\_\_\_\_ Patient Tele. #: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ No. of Hrs. \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Codes Tasks**

**PERSONAL CARE**

- 15 TUB BATH
- 16 SHOWER
- 17 SPONGE BATH
- 18 BED BATH
- 19 MOUTH CARE
- 20 FOOT CARE
- 21 SHAMPOO
- 23 SKIN CARE
- 24 NAIL CARE
- 25 TOILETING
- 26 INCONTINENT CARE
- 27 DRESSING
- 28 INFANT CARE

**VITAL SIGNS**

- 30 ORAL TEMPERATURE (SPECIFY \_\_\_\_\_)
- 31 RECTAL TEMPERATURE (SPECIFY \_\_\_\_\_)
- 32 AUXILIARY TEMPERATURE (SPECIFY \_\_\_\_\_)
- 33 PULSE (SPECIFY \_\_\_\_\_)
- 34 RESPIRATIONS (SPECIFY \_\_\_\_\_)
- 35 BLOOD PRESSURE (SPECIFY \_\_\_\_\_)
- 36 WEIGHT (SPECIFY \_\_\_\_\_ lbs)

**ACTIVITIES/EXERCISES**

- 40 WALKING
- 41 WALKING/GUARDING
- 42 WALKING WITH DEVICE
- 43 TRANSFER: 1 PERSON
- 44 TRANSFER: 2 PERSON
- 45 TRANSFER: SLIDE BOARD
- 46 TRANSFER: MECHANICAL LIFT
- 48 TURNING AND POSITIONING
- 49 EXERCISES
- 50 ACTIVE RANGE OF MOTION
- 51 PASSIVE RANGE OF MOTION
- 52 ASSIST WITH APPLICATION OF MEDICAL DEVICE

**Codes Tasks**

**NUTRITION**

- 55 REINFORCE DIET INSTRUCTION
- 56 FEED PATIENT
- 57 ASSIST WITH FEEDING
- 58 MEAL PREPARATION

**TREATMENT**

- 60 MEDICATIONS ASSIST/REMIN
- 61 CATHETER CARE
- 62 CHANGE EXTERNAL/TEXAS CATHETER
- 63 ASSIST CLEAN DRESSING CHANGE
- 64 OSTOMY CARE
- 65 TRACHEOSTOMY CARE
- 66 SET-UP TUBE FEEDING
- 67 ASSIST NEBULIZER
- 69 INTAKE (SPECIFY \_\_\_\_\_)
- 70 OUTPUT (SPECIFY \_\_\_\_\_)
- 71 SPECIAL CIRCUMSTANCES PATIENT MUST BE SELF-DIRECTING

01. Administer Subcutaneous Insulin	11. Apical Pulse
02. Finger Stick for Blood Glucose	12. Oxy Set and/or Regulate a Specific Flow Rate
03. Nebulizer/Pre-mixed Meds	13. Oral Suctioning with Bulb Syringe
04. Administer Irrigating via GT (mature/stable ostomy)	14. Irrigate Indwelling Catheter
05. Apply Hot Application	15. Ureterostomy Care
06. Apply Cold Application	16. Apply TENS Unit
07. Administer Fleet's Enema	17. Apply ACE Bandages
08. Postural Drainage	18. Administer Douches
09. Mechanical Ventilators/Respirators/IPPB (must be CPR certified)	19. Administer medications (Includes the following: Remove proper amount from container; Place med in patient's hand / mouth; observe, record, report)
10. CPAP	20. Assist with remote patient monitor (Telehealth)

**ENVIRONMENTAL/NON-PERSONAL CARE**

- 80 CLEAN
- 81 GROCERY SHOPPING
- 82 LAUNDRY
- 83 ACCOMPANY PATIENT TO MD/CLINIC
- 84 ACCOMPANY PATIENT TO OTHER LOCATION
- 85 NOT ADMITTED: TRAVEL TIME

**SAFETY/OTHER**

- 91 SPECIAL CIRCUMSTANCES REFUSED
- 92 NURSE NOTIFIED OF PATIENT CARE CONCERN
- 93 SUPERVISOR NOTIFIED OF PATIENT CARE CONCERN
- 94 TIME SPENT WITH PATIENT
- 95 TRAVEL EXPENSES
- 96 TELEPHONE EXPENSES CARE
- 97 BATH SERVICE (PRIVATE CARE USE ONLY)
- 98 ESCORT SERVICE (PRIVATE CARE USE ONLY)
- 99 NOT PERFORMED PER PATIENT REQUEST

**LIVE-IN ONLY CASES:**

- 910 "Did you take your 3 breaks. Enter 1 for yes or 2 for no"
- 911 "I did receive 5 hours of uninterrupted sleep time. Enter 1 for yes or 2 for no"

Task sheets will be discontinued!!





HHA's are **Required** to use the automated call in system. A task code sheet will only be accepted if the client has no telephone and will NOT be accepted for any other reason.

## Home Health Aide Task Codes

HHA Name: \_\_\_\_\_

ID#: \_\_\_\_\_

### INSTRUCTIONS:

1. This record is to be completed at the end of each shift for each patient that you service.
2. Put a check mark (X) in the boxes next to all the codes relating to all the tasks that you have done. If the patient refuses a task select code "99" and enter the task the patient did not want.
3. Key in the codes for all tasks at the end of each shift.
4. One sheet should be completed for each shift with the correct task codes marked
5. All tasks are to be performed according to the Plan of Care for the patient's care only. A Home Health Aide is **not required** or authorized to perform other services, even if requested by the patient and/or the patient's family. If you receive such an unauthorized request, you should contact your Supervisor for assistance.

> **YOU MUST KNOW:**

1. Complete this card at end of shift and save time when you make the call.
2. Make only one call at the start of your shift and one call at the end.
3. We pay for each telephone call and the longer the call the more we pay.
4. The numbers are the codes which represent the task you can perform for your patient as long **as it is listed on the Plan of Care. Enter on the card only those tasks you have done on this shift, AND those that were refused by your patient.**
5. The task codes you enter into the telephone at the end of the shift is a record of tasks for that shift and must be accurate.
6. Start your shift on time and make your call. End your shift on time then make your call and dial in all Task Codes.
7. **Your pay is generated based on the information you provide.**
8. **If you start late:** clock in and you must make up your time if the patient allows you to and your supervisor must approve it so that the service hours can be complete. **We can only bill and pay you for actual service provided.**
9. Call your supervisor if you arrive on time but could not make the call then for whatever reason.
10. **Dishonestly documenting tasks or Forgery of Signatures will result in immediate termination from Partners in Care.**
11. **FOR LIVE-IN ONLY:** You Must Key in task codes 910, and 911.

> **FAX TO: (212) 290-3088 OR (212)290-3087**

> "IF NECESSARY"

Task sheets will be DISCONTINUED!!







Important website to know:  
**[hha.vnshealth.org](https://hha.vnshealth.org)**

