



HH AeXchange



For Your Information

If you work more than 6 hours on a shift

you are entitled to have an uninterrupted duty-free meal for at least 30 minutes

If you work more than 8 hours on a shift

you are entitled to receive additional 20 minutes for the day.

Can I leave my patient to go buy lunch?

NO! You cannot leave your patient

Bring your own meals to work and please, do not share it with your client.



I'm not taking a
bath today. I
already took one
yesterday.



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!**





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/REMINDE
- 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

