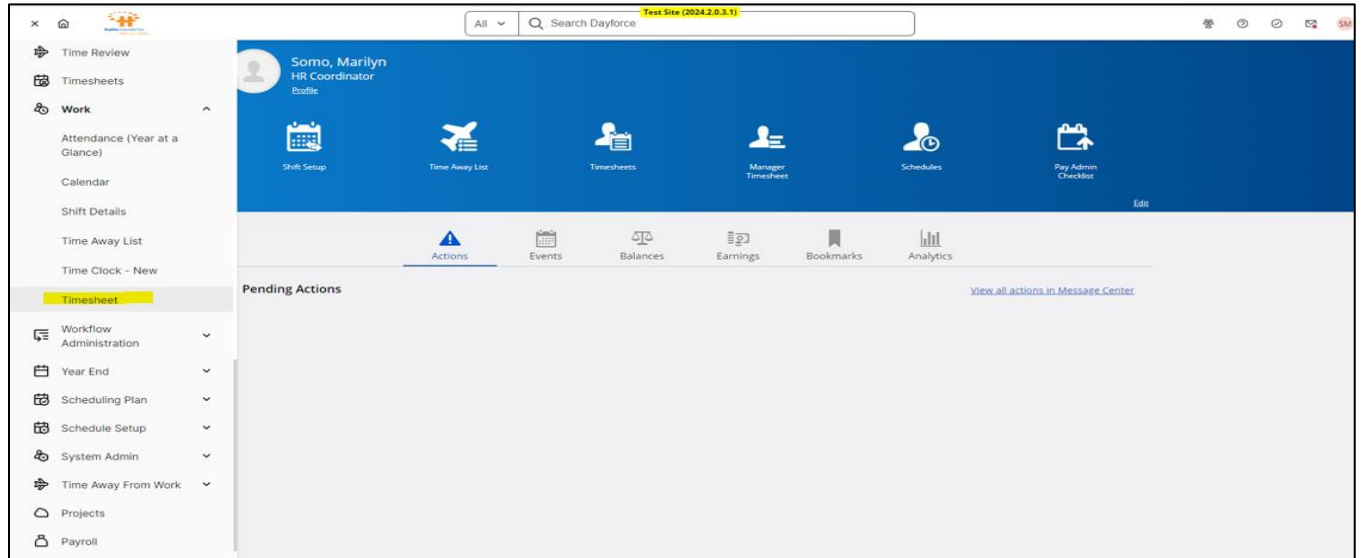


How to do activity reporting – RNs, RPNs, NPs, PAs

1. Navigate to the Timesheet by clicking on the hamburger menu on the left-hand side, selecting the Work tab, and then clicking on Timesheet.



2. In this example, let's do activity reporting for Monday, October 14. Click on the October 14 calendar icon to select that day for your reporting. Then click the empty space under the Pay Code column to access a drop-down menu of options. Select Work.

Date	Daily Total	Pay Code	Start	End	Hours	Location	Job Assignment	Project	Docket
Week 1 Oct 12 - Oct 18									
12 Saturday	0.0000								
13 Sunday	0.0000								
14 Monday	0.0000	Select Pay Code							
15 Tuesday	0.0000	Work							
16 Wednesday	0.0000	ZDO NOT USE							
17 Thursday	0.0000								
18 Friday	0.0000								

3. Next, jump all the way over to the Project column, and click to view a drop-down menu of Activity Codes. Select the Code that best represents the activity you are reporting for. In this example, we are using the code that represents # of patient encounters with a RN/RPN/NP/PA only.

Save Refresh Options Authorize All Unauthorize All Print

Pay Problems Schedule Detail Balances

Week 1 Nov 9 - Nov 15 Worked Hrs 0.0000

Week 2 Nov 16 - Nov 22 Worked Hrs 0.0000

Period Totals Nov 9 - Nov 22 Worked Hrs 0.0000

Shift Scheduled for Day: 8:30AM — 5:00PM

Date	Daily Total	Pay Code	Start	End	Hours	Location	Job Assignment	Project
Week 1 Nov 9 - Nov 15								
9 Saturday	0.0000							
10 Sunday	0.0000							
11 Monday	0.0000							
12 Tuesday	0.0000							Select Project
13 Wednesday	0.0000							# of patient encounters (pt schedule with physician only)
14 Thursday	0.0000							# of patient encounters (pt scheduled with physician and also seen by seen by RPN/RN/PA)
15 Friday	0.0000							# of patient encounters (pt scheduled with RPN/RN/PA only)
								Unexpected Closure

- Next, move to the quantity column and enter the number of patients you saw for # of patient encounters with a RN/RPN/NP/PA only. In this example, the number of patients is 6 and the total number of hours for that activity is 3 hours.

Save Refresh Options Undo Edit Quantity Authorize All Unauthorize All Print

Pay Problems Schedule Detail Balances

Week 1 Oct 12 - Oct 18 Worked Hrs 3.0000

Week 2 Oct 19 - Oct 25 Worked Hrs 0.0000

Period Totals Oct 12 - Oct 25 Worked Hrs 3.0000

Shift Scheduled for Day: 9:00AM — 5:00PM

Date	Daily Total	Pay Code	Start	End	Hours	Location	Job Assignment	Project	Docket	Quantity	Contract
Oct 18											
	0.0000										
	0.0000										
	3.0000	Work	9:00 AM	12:00 PM	3.0000	Dr Henry Lim Med Corp	Remote - RPN	# of patient encounters (pt scheduled w		6	
	0.0000										
	0.0000										
	0.0000										
	0.0000										

- You can then move on to the next line in the same day and report your next activity. Repeat this process until you have accounted for all activities for the day.

Save Refresh Options Undo Edit Hours Authorize All Unauthorize All Print

Pay Problems Schedule Detail Balances

Week 1 Oct 12 - Oct 18 Worked Hrs 7.0000

Week 2 Oct 19 - Oct 25 Worked Hrs 0.0000

Period Totals Oct 12 - Oct 25 Worked Hrs 7.0000

Shift Scheduled for Day: 9:00AM — 5:00PM

Date	Daily Total	Pay Code	Start	End	Hours	Location	Job Assignment	Project	Docket	Quantity
Week 1 Oct 12 - Oct 18										
12 Saturday	0.0000									
13 Sunday	0.0000									
14 Monday	7.0000	Work	9:00 AM	12:00 PM	3.0000	Dr Henry Lim Med Corp	Remote - RPN	# of patient encounters (pt scheduled w		6
		Work		12:00 PM	2:00 PM	2.0000	Dr Henry Lim Med Corp	Remote - RPN	# of patient encounters (pt scheduled w	4
		Work		2:00 PM	4:00 PM	2.0000	Dr Henry Lim Med Corp	Remote - RPN	# of patient encounters (pt schedule wil	3

