



Contract Therapist Orientation Log

Last Modified on 01/23/2026 9:33 am EST

Purpose:

To provide a template for a new Registered Therapist or Therapy Assistant to complete virtual orientation to develop a thorough understanding of the home health setting, documentation expectations in the HCHB PointCare EMR system, and the Aveanna Heartways Program.

Directions:

Therapist will click on each link in the 'Article' column of the table below. The links are primarily video content for review, but some links are articles to read for your education.

Therapy Assistants do not need to view articles with (NA for Assistants) in the 'Article' column.

Article	Instructions	Date Completed	Employee Initials
Therapist Contractor Expectation Overview	Read through the document, contact your local Aveanna branch with any questions.		
HCHB Non Visit Activity	Read through the article to understand how to document billable time via NVA.		
Bag Technique Video	Therapist to watch the video.		
HCHB HH Service Code Description	Read through the article, primary therapy codes are '00, 01, 02, 06, 10, 11, 15, 18, 19, 33'.		
Training Video - HCHB Pointcare Navigation	Therapist to watch relevant videos (Assistants note (NA for Assistants)) and read trainings.		
Training Video - HCHB Pointcare Therapy Scheduling			
• HCHB Missed visit			
Training Video - HCHB Pointcare Therapy Evaluation(NA for Assistants)			
Training Video - HCHB Pointcare Therapy Routine Visit			
Additional review:			
• HCHB Entering Client Complaints			
• HCHB Entering Client Occurrence			
Training Video - HCHB Pointcare Therapy Reassessment(NA for Assistants)			
Training Video - HCHB Pointcare Therapy Discharge(NA for Assistants)			
Training Video - Clinician Responsibilities and Home Visit Training	Therapist to watch the video.		
Admission Booklet Video	Therapist to watch the video.		
HCHB NOMNC (Notice of Medicare Non Coverage)	Read through the article to understand how and when to provide NOMNC.		
Aveanna Heartways Training	Therapist to watch both Part 1 and Part 2 videos.		
The Aveanna Code of Conduct is available for your review.	Therapist can click on link to see Code of Conduct and is aware this is on the public domain for review at any time.		

IMPORTANT - Upon completion of the orientation, the contracting clinician needs to sign and date the attestation below. This will serve as an attestation of the completion of the Aveanna contracting clinician orientation. Contracting company will keep this signed contractor orientation document on file, retrievable upon request by your local Aveanna branch.

Therapist Attestation:

Therapist Signature: _____ Date: _____

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