

NVA Mileage Entry

Last Modified on 04/19/2024 2:21 pm EDT

Purpose:

Therapists will use the CALCULATED MILEAGE ADJUSTMENT Non-Visit Activity (NVA) to capture mileage for the days travel. It is important that this NVA is added timely and accurately. Below you will instructions on how to add the CALCULATED MILAGE ADJUSTMENT NVA.

Adding a Non-Visit Activity:				
1. Navigate to the Main Menu				
PointCare Manager Training			:	
∧ Today (0)		11/(09	
~ Wed (0)		11/1	10	
2. Select Agent				
PointCare Manager Training	Sync			
Today (0)	Medic	al Records		
)W1 (0)	IDG Meetings			
	(0) IDG Meetings			
3. Select Non-Visit Activity				
 Today (0) 		Non Vis	sit Activ	it
	Time Tracker			
Wed (0)				

Thu (0) Dashboard GPS Reading

4. Select Add

PointCare Manager Training				
Non-Visit Time	_	_	_	
Туре			Service Line	
	Save	Cancel	Add	



1. The 'Date' field will populate with the date the NVA was created. Ensure that this date reflects the date that mileage is being entered for.

PointCare Manager				
Non-Visit Time Item	_	_		
Service Line				
HOME HEALTH				~
Branch				
832				-
Туре				
CALCULATED MILEAGE ADJUSTMENT	_	_	_	~
Quantity				
				-
Date	Start	F	End	
4/15/24				
Edit	Ed	it		Edit
Travel Info			Edit	
	Save	Cancel		





6. Scroll down and 'Edit' the Travel Info and Details sections.

3.

- 1. Travel Info this is where you will total your mileage for the entire day. Select 'Actual Mileage' for the Method. Place Start = '0' and then enter the number of miles in 'End'. In the example below, the clinician entered 45 miles.
- 2. Details Enter the names of all patients seen for the day. In the example below, the clinician had visits with John Doe and Jane Doe.



PointCare Manager			
Date 4/15/24	Start		End
Edit		Edit	Ed
Travelinfo			Edit
Method: Actual Mileage Start: 0 End: 45 Total: 45 Destination: I/A			
	Мар		
Details		_	Edit
PATIENTS VISITED: JOHN DOE JANE DOE			
	Save	Cancel	

7. Lastly, Save and then Sync your device.

