



HCHB Non Visit Activity

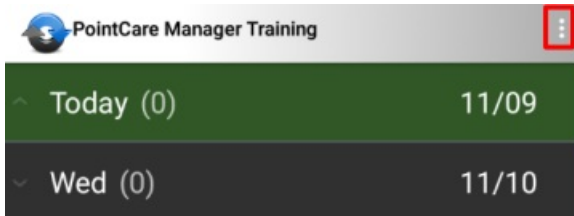
Last Modified on 09/04/2024 10:20 am EDT

Purpose:

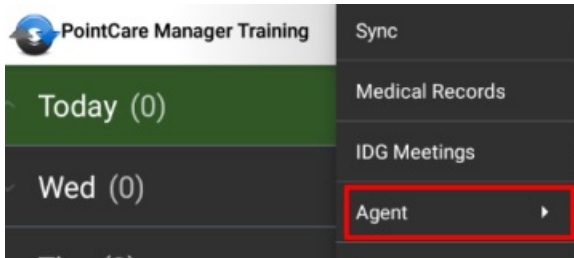
Non-Visit Activities are to be used to track tasks outside of visits that are scheduled to your rolling calendar. Examples would include the tracking of an Orientation, an Attempted Visit, or a Meeting. It is important that these Non-Visit Activities are added timely and accurately. Below you will find instructions on how to Add as well as view Non-Visit Activities.

Adding a Non-Visit Activity:

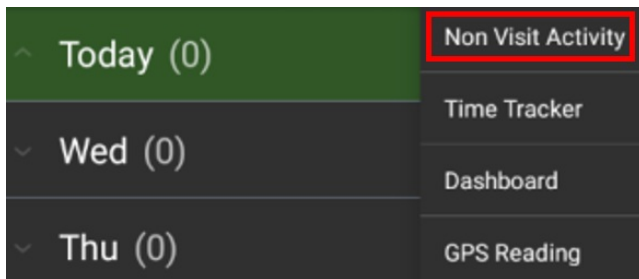
1. Navigate to the Main Menu



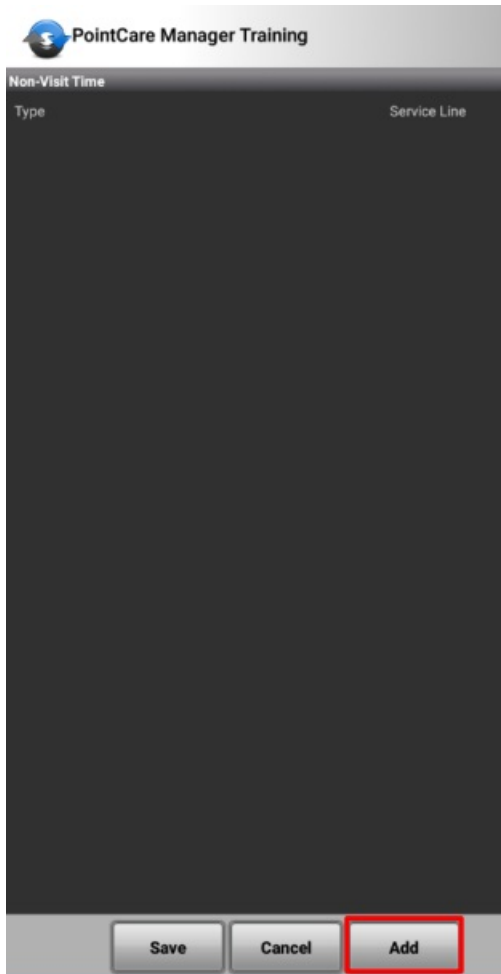
2. Select Agent



3. Select Non-Visit Activity



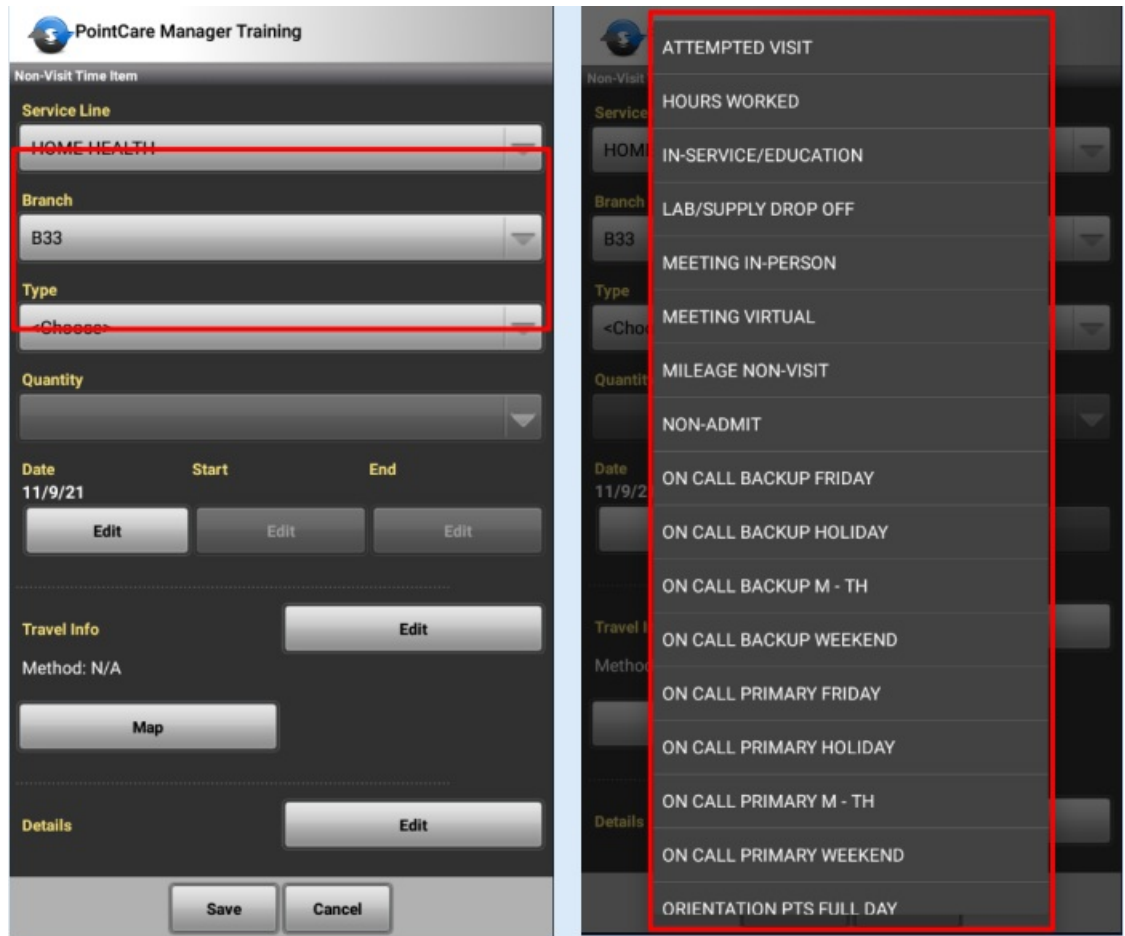
4. Select Add



5. Select your Branch (if you see patients at more than one branch)

6. Select the Type of Non-Visit Activity

1. **Note:** the types you see in your drop-down list may vary. You will see 1 or many types.



7. Fill out details as appropriate.

1. **Note:** depending on the Type chosen, certain field may be available or grayed out if not applicable to that specific 'Type'.
2. Options to fill out may include 'start time', 'end time', 'mileage', 'address', and 'details'.

8. Save, then SYNC.

PointCare Manager Training

Non-Visit Time Item

Service Line
HOME HEALTH

Branch
B33

Type
MILEAGE NON-VISIT

Quantity

Date
11/9/21

Start
8:15 AM

End
9:15:00 AM

Edit Edit Edit

Travel Info Edit

Method: N/A
Destination:
BRANCH OFFICE
BRANCH B33
123 MAIN ST.
WAUPACA, WI 54981-1599

Map

Save Cancel

PointCare Manager Training

Non-Visit Time

Type Service Line
MILEAGE NON-VISIT HOME HEALTH

Start End
11/9/21 8:15 11/9/21 9:15

Save Cancel Add

1.

Viewing Non-Visit Activity and Visit Time

1. Navigate to the Main Menu
2. Select Agent
3. Select Time Tracker

PointCare Manager Training

Agent

Today (0)

Wed (0)

Thu (0)

Non Visit Activity

Time Tracker

Dashboard

GPS Reading

4. To view an individual day's times, select the date

Time Tracker

10/27/21 - 11/9/21

The Calc. Miles column populates with the mileage for the day after the commute adjustments established by the agency have been applied.

Date	Visit Ct.	Visit Hrs.	NVA Hrs.	Tot. Hrs.	NVA Qty.	Prod. Pts.	Miles	Calc. Miles
T 11/09	0	0.00	1.00	1.00	0.00	0.00	0.00	0.00
M 11/01	1	1.00	0.00	1.00	0.00	1.00	0.00	1587.64
W 10/27	129	158.31	0.00	158.31	0.00	129.00	0.00	1587.64

Time Tracker

Details on 10/27/21

Event	Type	Start Tm.	End Tm.	To Hr
SN-PRN-EXTRA 2,PRN	Drive	09:00:00	09:30:00	0.50
SN-PRN-EXTRA 2,PRN	InHome	09:30:01	10:30:30	1.01
SN-PRN-PRACTICE,PRN	Drive	15:25:00	15:25:00	0.00
SN-PRN-EXTRA 1,PRN	Drive	15:25:00	15:25:00	0.00

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