The Senior Alliance Timesheet Training

Timesheet Accuracy

- All caregivers should be trained on how to properly fill out timesheets.
- Importance of accurate timesheets should be stressed.
- Errors on timesheets/missing components can be considered fraud.
- Participants should be signing timesheets that accurately describe the services that were provided.
- Units should not be billed in vendor billing if there is not an accurate timesheet signed by a participant to support the units.

Participant/ Caregiver Name

- Participant name should be filled out and spelled correctly
- Employee actually providing services should be listed
- Week ending date should be given

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Date & Time In/Time Out

- Dates should match days of the week
- Time in and time out should accurately reflect the time the caregiver arrived and left
- Days with no services provided should be blank
- New month = new timesheet should be started

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Unit Breakdown

- Hours should be converted into units (1 hour = 4 units)
- Units should be recorded in the correct service code box
- Units should be carried down to the "total units" box

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Tasks Completed

- Tasks should be checked off for all services completed
- Checked off tasks should help show the services the participant received each day and should match services listed on the authorization

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Participant Signature

- Participant should <u>only</u> be signing after services have been provided on the same day they were provided.
- Participants should not be signing before the services are provided, or a few days after.
- Caregivers should not submitting pre-filled out/copied timesheets

 this is fraud.
- Caregiver, family members, etc. <u>should not</u> be signing the participant's name for participant.
- Units should not be billed if there is no participant signature.
- It should be confirmed that participants are unable to sign before noting on timesheets.

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Caregiver Signature

- Caregivers should be signing off and therefore confirming the services they provided for the week.
- Caregiver signatures should be dated.
- Units should not be billed for timesheets that are not signed and dated by caregiver.

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Employee's Supervisor Signatul 11/19/19