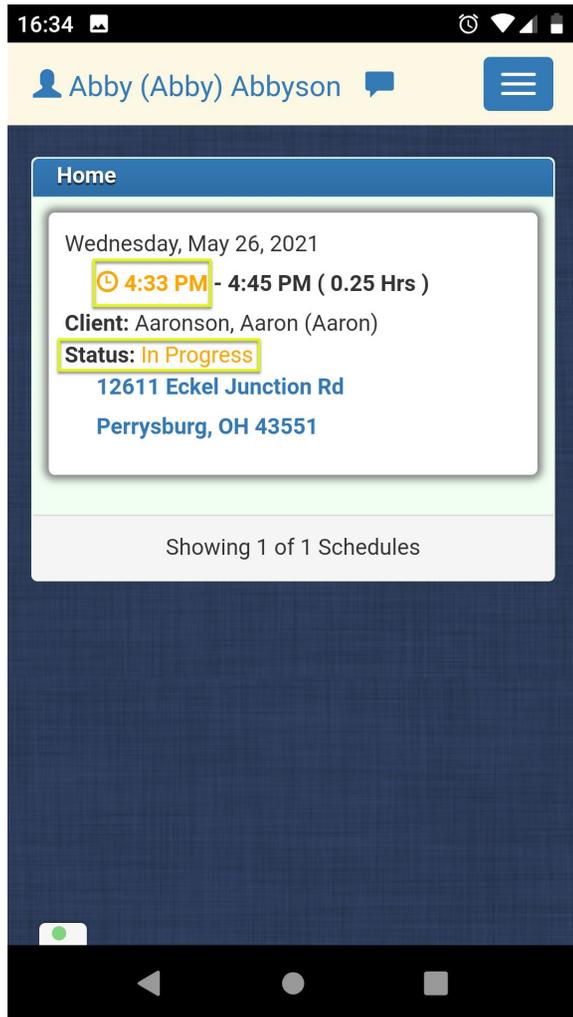




Mobile Visit Verification Training

Clocking Out for a Client's Schedule

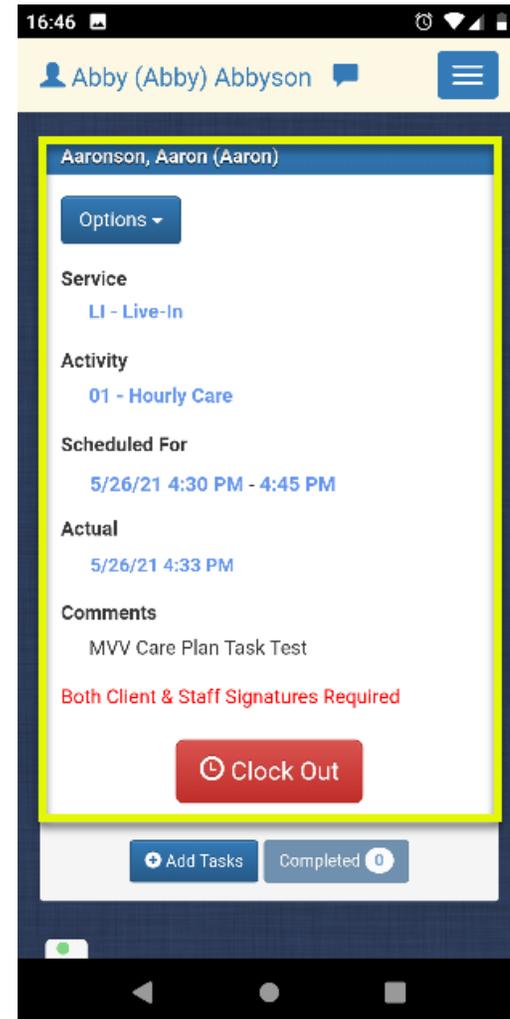
1. Home Screen



Home Screen shows existing **Clock In** time and **Planned Clock Out** time with **In Progress Status**.

- **Please Note:** The user can **Clock Out** of an **Overnight Schedule** as well, when the user logs back into the **MVV** app to **Clock Out** they will see the shift they **Clocked** into yesterday.

2. Client Schedule Opens



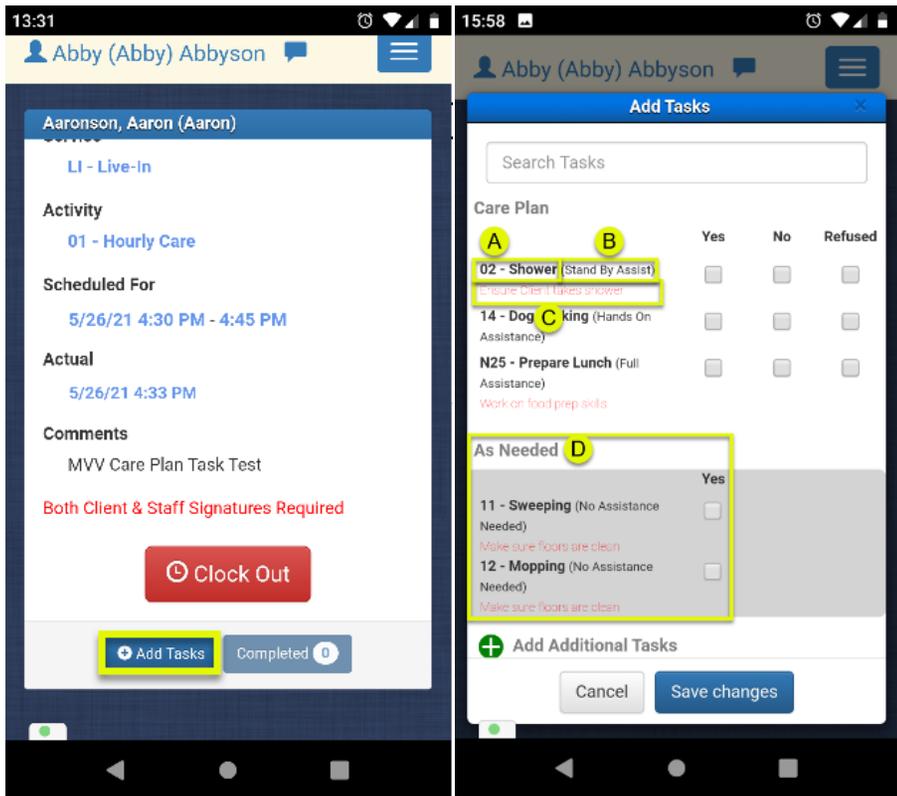
The Client Schedule opens.



Mobile Visit Verification Training

Clocking Out for a Client's Schedule

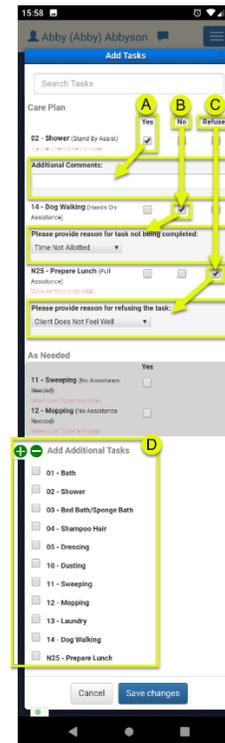
3. Add Tasks



With correct **Account** level settings, **Blue Add Tasks** shows to document **Tasks** for **Schedules**. **Tasks** are prompted to be added prior to **Clock Out** (can be required at **Clock Out**; contact MEDsys to enable this).

- A. **Task Code / Name** – Identifiers for the **Task** (Options found in **Setup > Tasks**).
- B. **Level of Assistance** – Assistance amount **Staff** provides. Set on **Care Plan** (Options in **Setup > Value Items > Level of Assistance**).
- C. **Task Instructions** – Set on **Care Plan**.
- D. **As Needed** – Set on **Care Plan**, optional toward completing **Schedule**. **Yes** is the only option because these **Tasks** are optional.

4. Task Options



Task options available can be **Yes**, **No**, or **Refused**. **Care Plan Tasks** display first below **Search Tasks**; followed by **As Needed** and **Additional Tasks** (**Task** options depend on **Account** settings; contact MEDsys to customize).

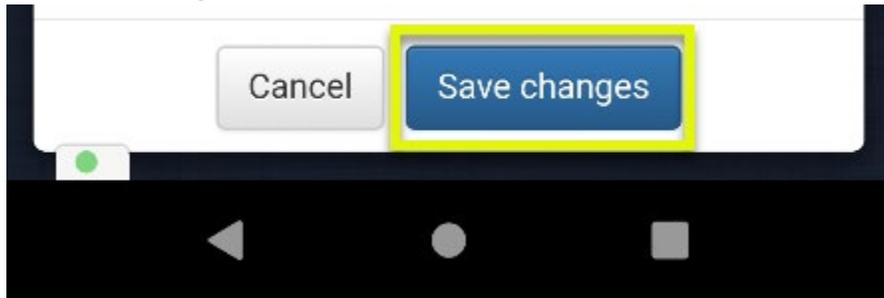
- A. Check **Yes** if **Task** was performed. **Additional Comments** shows after **Yes** is checked, which is a free text field for extra info.
- B. Check **No** if **Task** was not performed. **Reason** dropdown appears (Options in **Setup > Agency > Value Items > Task No Reasons**).
- C. Check **Refused** if **Client** refused **Task**. **Reason** dropdown appears (Options in **Setup > Agency > Value Items > Task Refusal Reasons**).
- D. Tap **+ / -** to select **Additional Tasks** not specific to **Care Plan**. This lists all **Tasks** present in **Setup > Tasks**.



Mobile Visit Verification Training

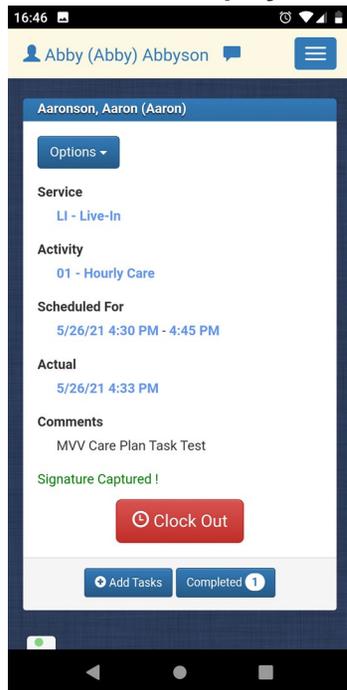
Clocking Out for a Client's Schedule

5. Save Changes



Blue Save Changes Icon saves selected Tasks.

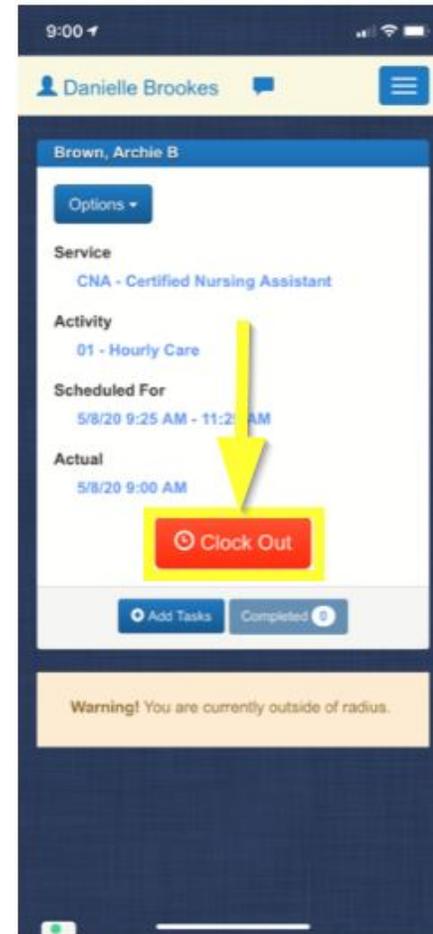
6. Number of Completed Tasks Displays



Blue Completed Icon shows number of completed Tasks Saved. No and Refused do not count toward this total because they are not considered completed.

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7. Click End Timer



Click the Red Clock Out Icon to clock out.

- **Please Note:** If the user clocks out **Outside** the **Scheduled Time** the **Clock In /Out Exception Box** shows, and the user **Must** enter a **Reason** why the **Clock-Out** is different from the **Scheduled Time**.

MEDsys Mobile Visit Verification Training

Clocking Out for a Client's Schedule

8. Warning Message



When the user clocks out **Outside** of the **Scheduled Time** a **Warning** pop-up box shows, the user will have the option to click on the **Red Cancel Icon** or the **Green Continue Icon**.

The **Warning** pop-up states the following:

- **Warning!** You are currently **Outside** of the **Radius**.
- **Warning!** You are clocking In / Out **Outside** your **Schedule Time**.

9. Enter Reason for Outside Radius



After clicking the **Green Continue Icon**, the **Reason Outside Radius Box** opens.

- **Please Note:** The user **Must** enter a **Reason** in all areas, or the user will not be able to **Save Changes**.
- Above is an example of Reason that has been entered.

MEDsys Mobile Visit Verification Training

Clocking Out for a Client's Schedule

10. Save Changes

Click on the **Blue** Save Changes Icon in the Reason Outside Radius Box.

11. End Time Popup Box

The **Clock Out** popup box opens and displays the following message: "You are about to end the visit. Please verify your Task are entered. You will not be able to add Tasks after you end the timer."

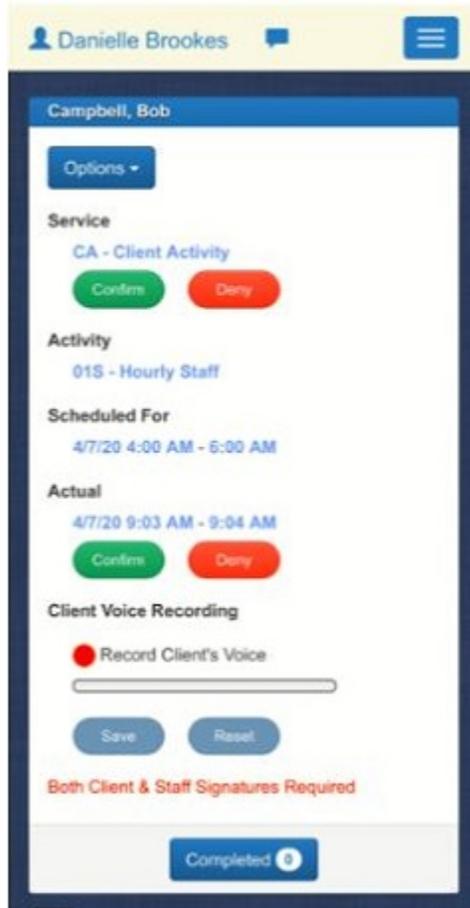
- Click the **Blue Add Task Icon** in the popup box to **Add** the Task for the visit.
- Click the **Red End Timer Icon** in the popup box to **End** the visit.

In the **Clock Out** popup box if the **Client Signature** is **Required** for the **Schedule** but has not be signed, click on the **Client Signature Icon** to sign the **Schedule**.

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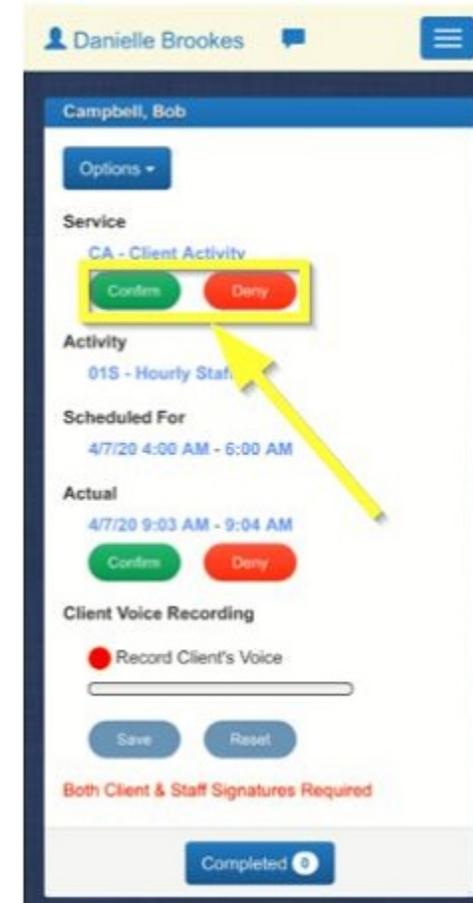
Clocking Out for a Client's Schedule

12. Schedule Opens



After the user clicks **Red End Timer** the **Schedule** shows and the **Client** can Click **Green Confirm** or **Red Deny** to **Verify** the **Service** provided at the **Visit**.

13. Service Confirmation

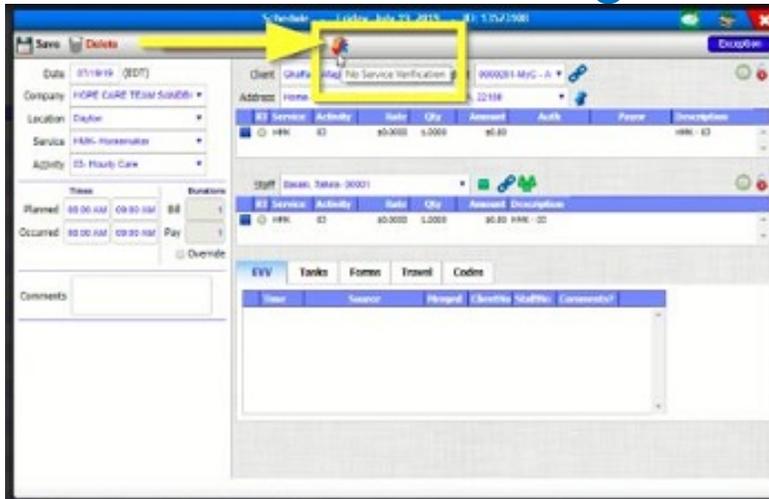


Click on the **Green Confirm** or **Red Deny** to **Verify** the **Service**.

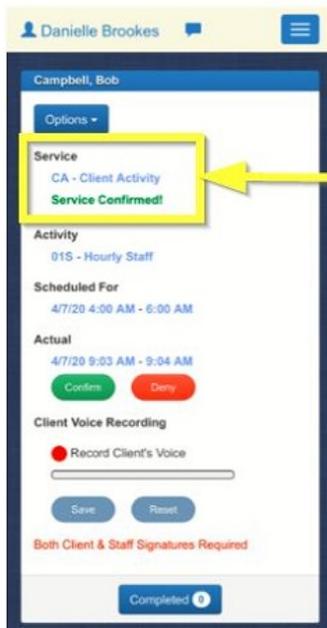
- **Please Note:** If the **Client** Denied the **Service** the No Service Verification Icon shows in the Schedule Detail and is stored as an Exception in the database.

MEDsys Mobile Visit Verification Training

Clocking Out for a Client's Schedule

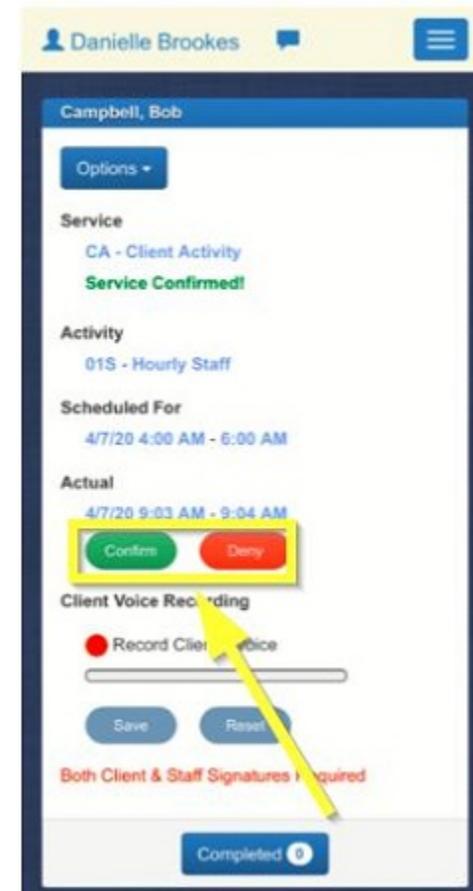


Above is an example of Schedule Detail window with No Service Verification Exception.



The **Service** has been verified.
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14. Actual Times Confirmation



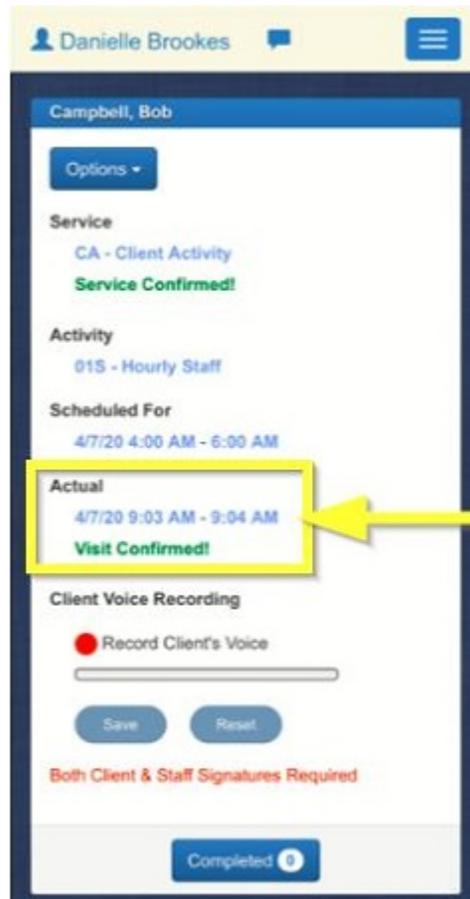
Click on the **Green Confirm** or **Red Deny** to **Verify** the **Actual Time**.

- **Please Note:** If the **Client Denied** the **Service** the **No Service Verification Icon** shows in the **Schedule Detail** and stored as an **Exception** in the database.

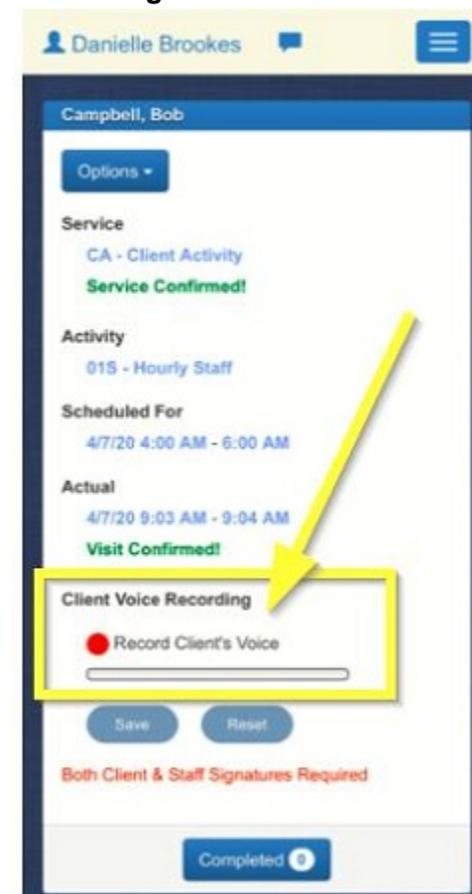
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Clocking Out for a Client's Schedule

15. Client Voice Recording



The **Actual Times** have been verified.



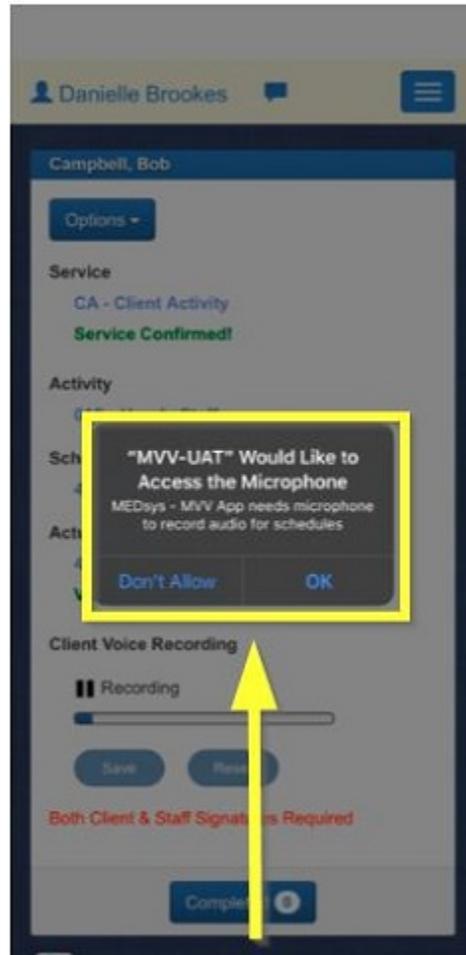
The **Client** has the option to **Speak** their **Name** and **Date** into the device to verify the **Visit**. This will **Record** and **Save** as a digital **Signature**.

- Click **Red Dot** next to **Record Client's Voice**.

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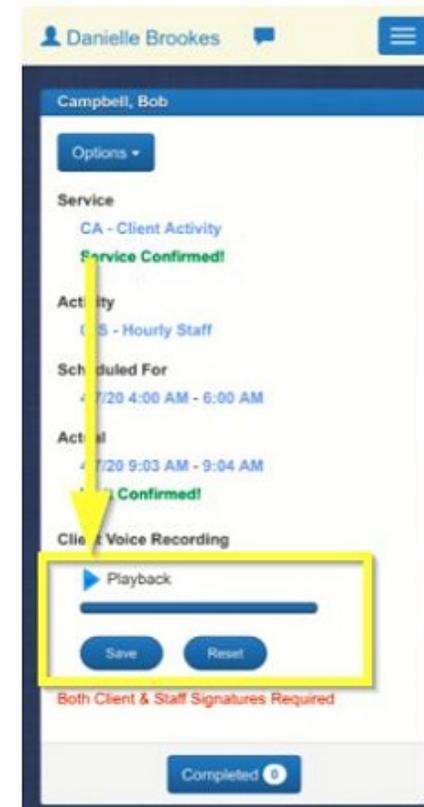
Clocking Out for a Client's Schedule

16. Allow MVV App to Access Microphone



Click **OK** to **Allow MVV** to **Access the Microphone**.

17. Client Voice Recording Playback



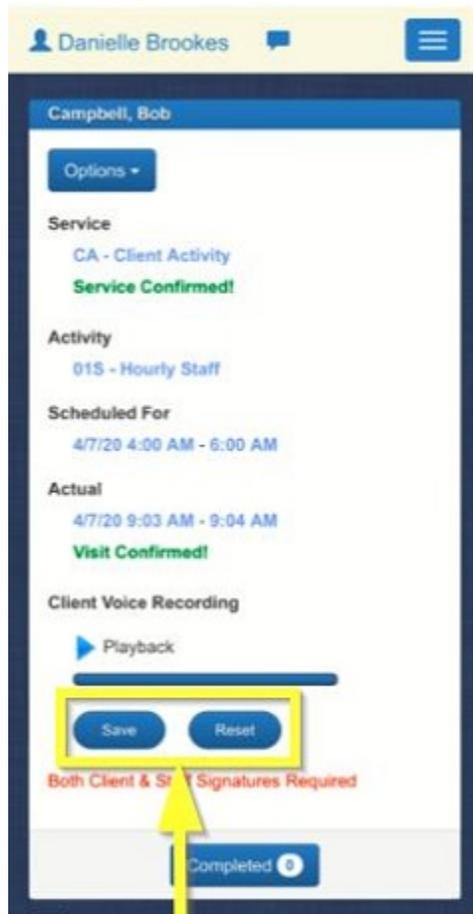
Once the **Client's Voice is Recorded** they can **Playback** the **Recording** to make sure it sounds Ok.

- Click the **Blue Save** to **Save** the **Recording**, once the **Recording is Saved** the **Scheduled is Closed**.
- **Please Note:** If the **Voice** or **Signature** is **Not captured**, **No Client Signature** shows in the **Schedule Details** and stored as an **Exception** in the database.
The **Voice Recording Link** does not show in the **EVV Section**.

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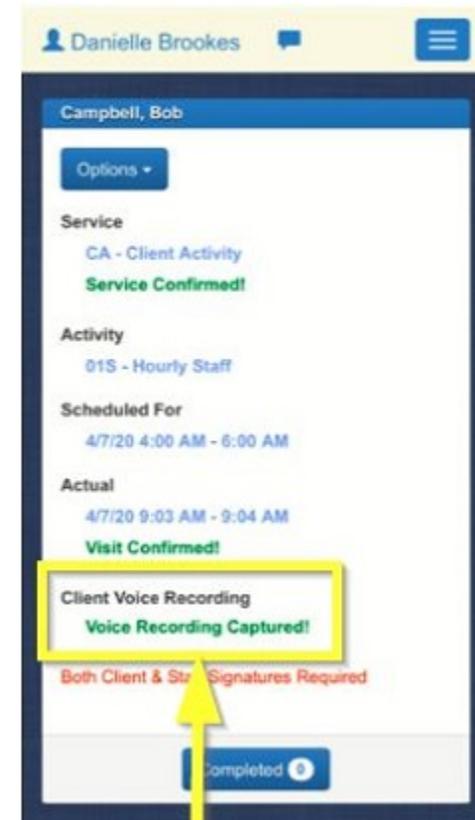
Clocking Out for a Client's Schedule

18. Save Voice Recording



Click on the **Blue Save Icon** to **Save the Recording** to **Close the Schedule**.

19. Client Voice Recording Saved



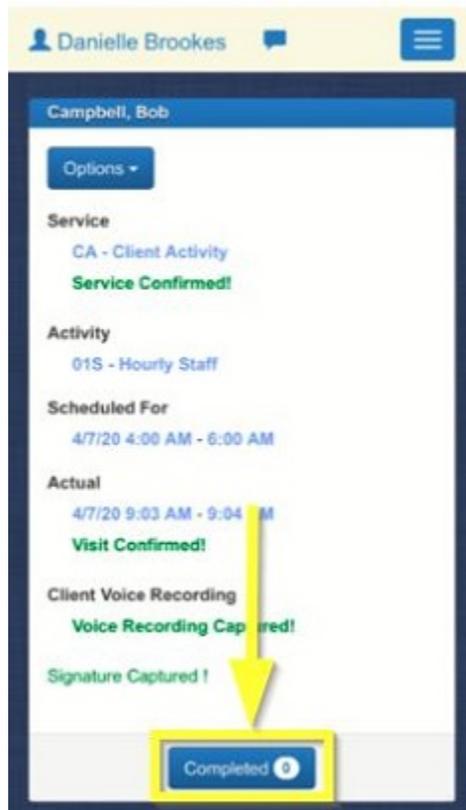
The **Client Voice Recording** has been saved.



Mobile Visit Verification Training

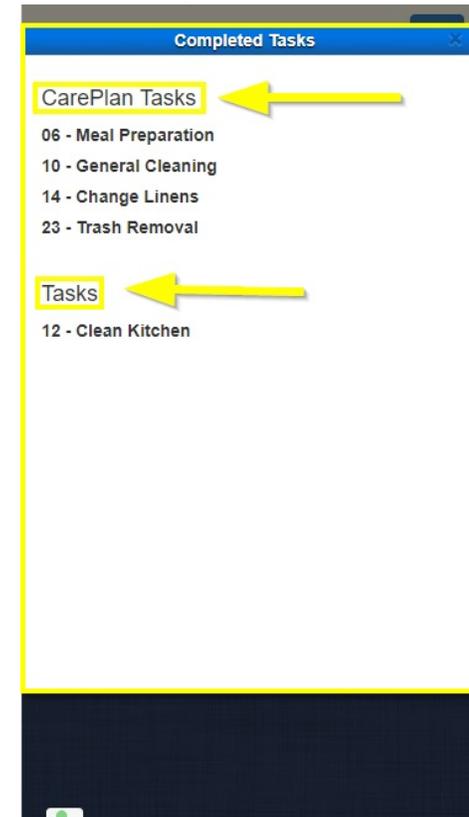
Clocking Out for a Client's Schedule

20. Click Completed to View Completed Tasks



Click the **Blue Completed Icon** to view the completed **Tasks**.

21. Completed Tasks Box Opens



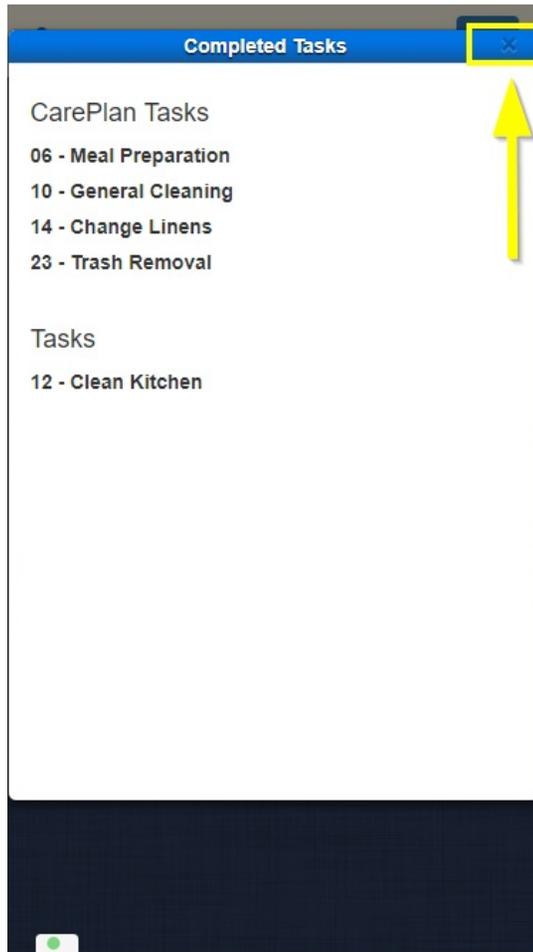
The **Completed Tasks** box opens and displays the following:

- Care Plan Tasks – displays documented **Care Plan Tasks**.
- Tasks – displays documented **Tasks** that are not on the **Care Plan**.

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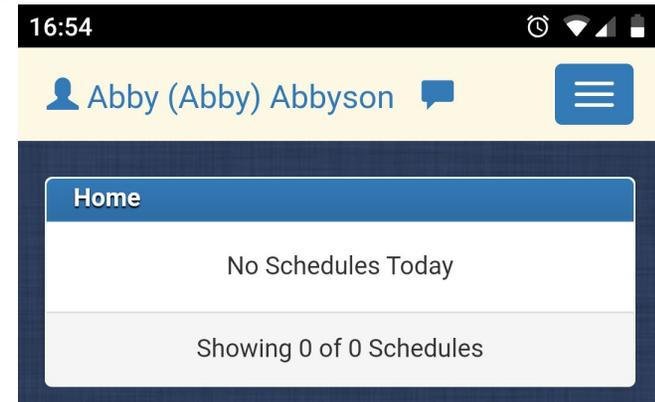
Clocking Out for a Client's Schedule

22. Close Tasks Box



Click the **X** in the upper right-hand corner to close the **Completed Tasks** box.

23. Completed Schedule Removed from Home Screen



Completed **Schedule** removes from **Home Screen**. Viewable in **Schedules** section and shows a **Status** of **Completed** with both **Occurred Times**.

