

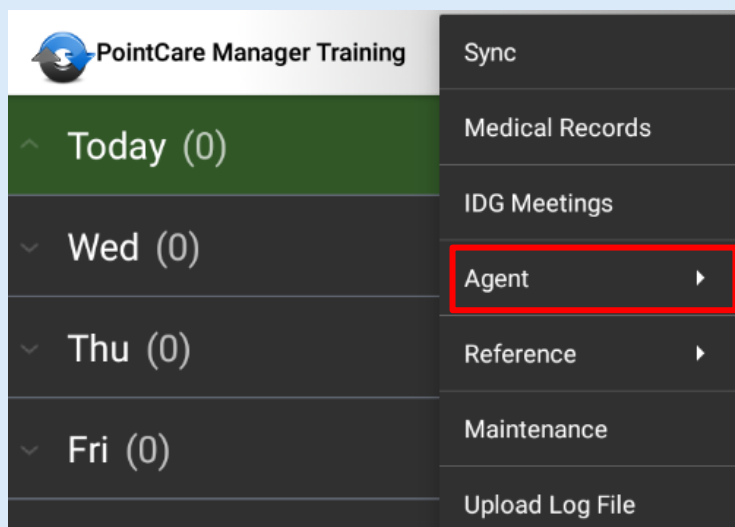
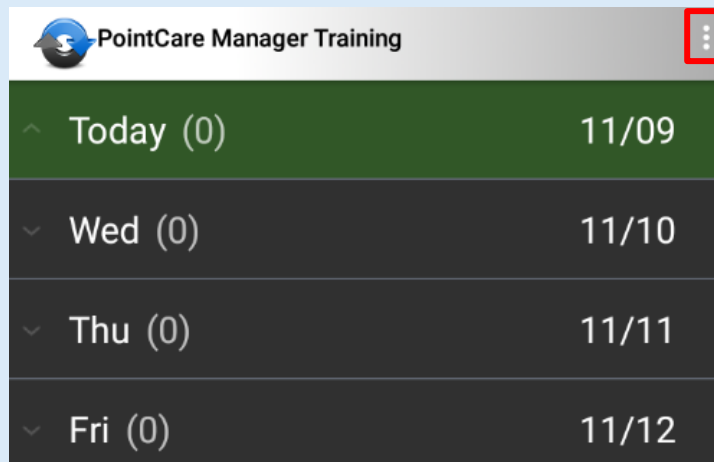
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# HOMECARE HOMEBASE NEWSLETTER NON VISIT ACTIVITY

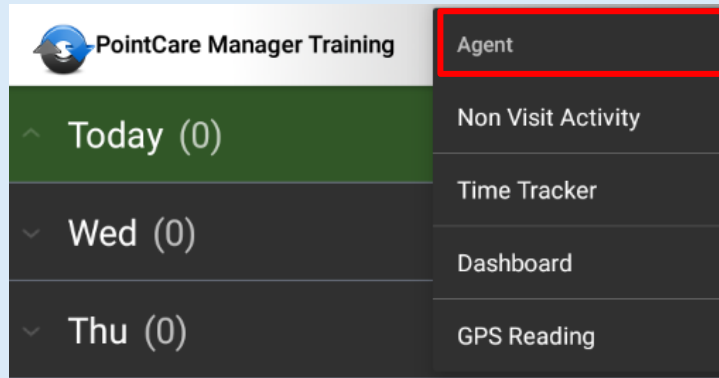
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## Adding Non Visit Activity in PointCare

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
  - Note: the types you see in your drop down list depend on your employee type (salary, salary plus, per visit, per point, etc). You will see 1 or many types.
  - Reference Payroll Tip Sheet for which type to select

**PointCare Manager Training**

Non-Visit Time Item

**Service Line**  
HOME HEALTH

**Branch**  
B33

**Type**  
<Choose>

**Quantity**  
[Dropdown]

**Date**  
11/9/21

**Start**      **End**

[Edit]      [Edit]      [Edit]

**Travel Info**      [Edit]

Method: N/A

[Map]

**Details**      [Edit]

[Save]      [Cancel]

Non-Visit

**Service Line**  
HOME HEALTH

**Branch**  
B33

**Type**  
<Choose>

**Quantity**  
[Dropdown]

**Date**  
11/9/21

**Travel Info**      [Edit]

Method: N/A

**Details**      [Edit]

[Save]      [Cancel]

- ATTEMPTED VISIT
- HOURS WORKED
- IN-SERVICE/EDUCATION
- LAB/SUPPLY DROP OFF
- MEETING IN-PERSON
- MEETING VIRTUAL
- MILEAGE NON-VISIT
- NON-ADMIT
- ON CALL BACKUP FRIDAY
- ON CALL BACKUP HOLIDAY
- ON CALL BACKUP M - TH
- ON CALL BACKUP WEEKEND
- ON CALL PRIMARY FRIDAY
- ON CALL PRIMARY HOLIDAY
- ON CALL PRIMARY M - TH
- ON CALL PRIMARY WEEKEND
- ORIENTATION PTS FULL DAY

7. Fill out details as appropriate
  - Note: depending on the Type chosen, certain fields may be available or grayed out if not applicable to that specific type
  - 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	Start	End
11/9/21	8:15 AM	9:15:00 AM

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

Map

Save Cancel

PointCare Manager Training

Non-Visit Time

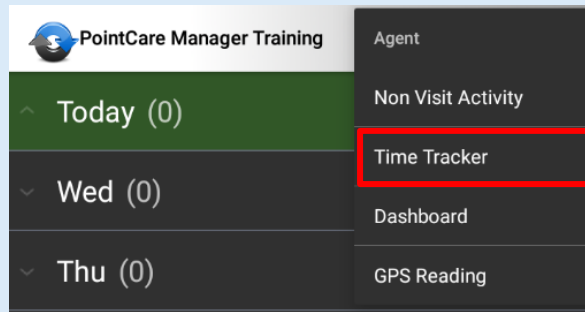
Type	Service Line
MILEAGE NON-VISIT	HOME HEALTH

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

Save Cancel Add

# Viewing Non Visit Activity and Visit Time

1. Navigate to the Main Menu
2. Select Agent
3. Select Time Tracker
4. To view an individual day's times, select the date



PointCare Training

### 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