

INSERVICE SIGN-IN

FACILITY: _____

DATE: _____

PRESENTER: Joanne Metzger

TOPICS:

Review of recording time worked:

- 1. Clocking in and out procedure that each therapist should use daily upon arrival and when they leave.
- 2. **No working off the clock**
- 3. Clocking in and out for lunch or when they leave the facility.
- 4. Recording meeting time in other NPC items appropriately in the Optima NPC field.

ATTACH A COPY OF THE HANDOUTS TO THE INSERVICE SHEET

PRINT NAME

TITLE

***SIGNATURE**

PRINT NAME	TITLE	*SIGNATURE

*** My signature indicates that I have received and understand the presented information and that I agree to apply the standards to my clinical practice. If I feel that I require clarification on any or all of the materials, I understand that it is my responsibility to seek out additional training.**

Per CPT Employee Manual:

“Reporting Hours Worked:

All CPT employees must submit time sheets to report the hours worked, or enter their hours worked into the computer where required. Specific time requirements and procedures for doing so will be provided at your orientation.”

Time Clock Review for SNF

- All staff must clock in upon arriving at the facility and clock out whenever leaving the facility in Rehab Optima.
 - If you take a break and leave the facility, even for a short time, you must clock out and clock in when you return
 - No work is to be done off the clock. All staff are to be compensated for all hours worked

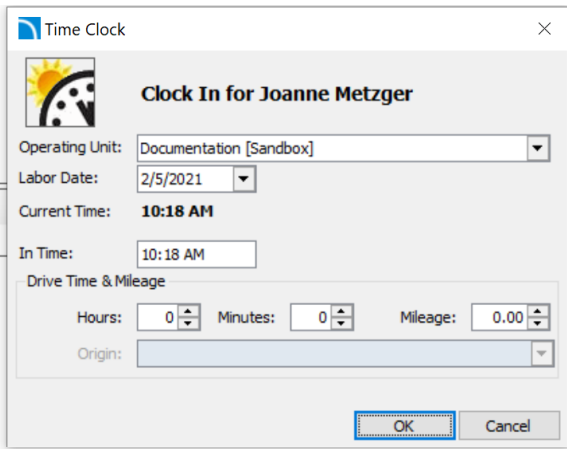
- Lunch Breaks:
 - Per the employee manual: “Lunch Periods are not considered time paid for by CPT”
 - If you take a lunch (or any other break) while still in the facility, when you clock out at the end of your day, you **must** record that time in the lunch time section
 - If you leave the facility for lunch – do not record the time in lunch time but instead you **must** clock out when you leave and clock in when you return.

- Notify supervisor if leaving the facility and when you return

- Non patient care (NPC) time:
 - All staff **must** record any NPC time in Rehab Optima
 - Currently NPC time can only be logged on the COM or desk top version of Rehab Optima
 - NPC time can be logged when you clock out at the end of your day on the COM version but only for meeting time, screen time & RO training time
 - NPC time can be logged under Daily Activity Log for all available options

Clock in using RO COM (desktop) version:

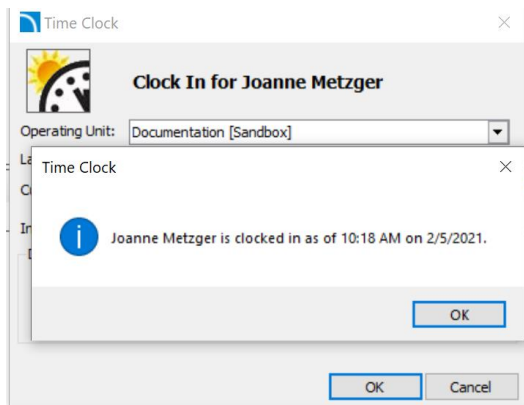
To clock in, you click on the clock icon at top left of workplace on Rehab optima. The time clock opens as shown here:



The screenshot shows a 'Time Clock' dialog box titled 'Clock In for Joanne Metzger'. It contains the following fields and controls:

- Operating Unit: Documentation [Sandbox] (dropdown menu)
- Labor Date: 2/5/2021 (dropdown menu)
- Current Time: 10:18 AM (text field)
- In Time: 10:18 AM (text field)
- Drive Time & Mileage section:
 - Hours: 0 (spin box)
 - Minutes: 0 (spin box)
 - Mileage: 0.00 (spin box)
 - Origin: (dropdown menu)
- Buttons: OK and Cancel

If you traveled to this site from another site (if you are receiving drive time) log the drive time. Then click ok



The screenshot shows the 'Time Clock' dialog box with a confirmation message overlaid. The message reads: 'Joanne Metzger is clocked in as of 10:18 AM on 2/5/2021.' The dialog box has an 'OK' button at the bottom right. The background dialog box is partially obscured by the confirmation message.

Confirmation is then provided

Clock out using RO COM (desktop) version:

To clock out, you click on the clock icon at top left of workplace in RO. The time clock opens as shown:

On site lunch time recorded here

NPC time can be recorded here with invoice notes as an option

Time Clock

Clock Out for Joanne Metzger

Operating Unit: Documentation [Sandbox]

Labor Date: 2/5/2021

Current Time: 10:21 AM

Out Time: 10:20 AM Onsite Time: 4m

Lunch: 0 Treatment Time: 0m

 NPC Time: 0m

 Unallocated Time: 4m

NPC Activity	Minutes	Billable	Invoice Notes
Please select an activity		<input type="checkbox"/>	
Category	Activity	Billable?	
Meetings	Meeting Time	False	
RO Train...	RO Training	False	
Screens	Screens	False	

More Info

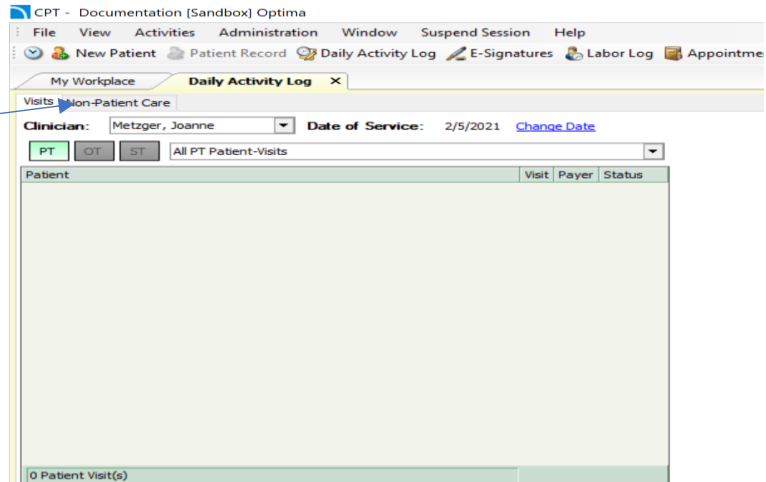
Clock In/Clock Out History | Productivity | Week to Date Totals

Date	Clock In	Clock Out	Lunch
2/5/2021	10:15 AM	10:17 AM	0
2/5/2021	10:18 AM		0

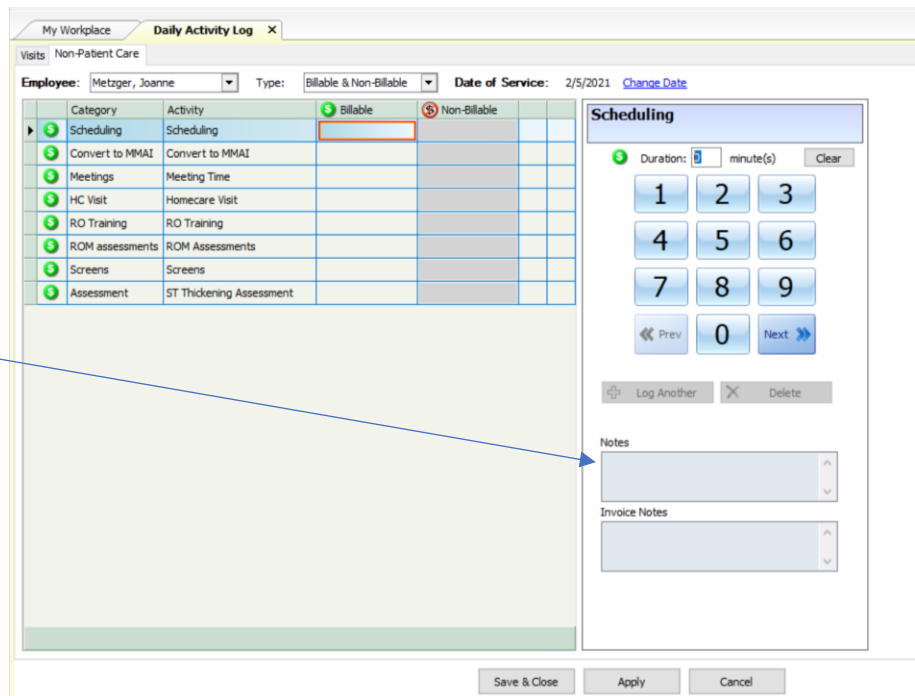
OK Cancel

Recording NPC under Daily Activity Log

1. Click on non-patient care tab



2. Choose appropriate category
3. Enter Time
4. Add any details (name of meeting, etc) in the notes section



Clocking in and out on POC device

Clocking In

The first screenshot shows the main interface of 'The Isles' with a menu on the right. A pink arrow labeled 'Click Time Clock' points to the 'Time Clock (On-Line Only)' option in the menu. The second screenshot shows the 'Time Clock' screen with 'Clock In' selected. A pink arrow labeled 'Click Done' points to the 'Done' button at the top right. Below the 'Time' field, a pink arrow labeled 'Confirm the time' points to the '10:58 AM' time selection.

Clocking Out Job Aid

The first screenshot shows the main interface of 'The Isles' with a menu on the right. A pink arrow labeled 'Click Time Clock' points to the 'Time Clock (On-Line Only)' option in the menu. The second screenshot shows the 'Time Clock' screen with 'Clock Out of The Isles on 9/6/2018' selected. A pink arrow labeled 'Click Done' points to the 'Done' button at the top right. Below the 'Time' field, a pink arrow labeled 'Confirm Clock Out time' points to the '08:00 AM' time selection. Below the 'Lunch Minutes' field, a pink arrow labeled 'Enter Lunch minutes' points to the '30' value. At the bottom, a pink arrow points to the 'Travel' checkbox, which is checked.