



3512 Quentin Road • Brooklyn, NY 11234  
Tel: 718-338-8500 • Fax: 718-338-8838

## Quality Healthcare Clock In/Out System

When arriving and leaving your client's home please follow these steps:

- 1) Call 1-(855) 649-9811 from the phone at the client's home.
- 2) When prompted enter in **your whole social security number** followed by the pound (#) sign.
- 3) When asked, press **2 if you are arriving** (clocking into the job) or **3 if you are leaving** (clock out from the job).
- 4) On a log out call (when you are leaving this job) you will be asked to enter in "task" codes. Please follow the steps and enter in your list of 2 digit task codes, one task code at a time. When you finished entering the task codes that you performed during that day on the job, press the star (\*) key to continue. For certain task codes you will be asked to enter in a "quantity" (the number of times that you performed the task) followed by the pound (#) sign.
- 5) A bell will ring three times. This lets you know that your record has been saved. Then you may HANG UP.
- 6) You then have the choice to listen to the current time, which will be announced after the ringing bell.

Note: You are to notify the office immediately if you are not able to clock in or out from the client's phone or are experiencing any other difficulty. You may call your coordinator or Sara at extension 757.



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## Tasks and Codes For Clock In/Out System

<b>Personal Care</b>			
<b>Code</b>	<b>Task</b>	<b>Code</b>	<b>Task</b>
10	Tub Bath	16	Skin Care
11	Shower	17	Nail Care
12	Bed Bath	18	Toileting
13	Mouth Care	19	Incontinent Care
14	Foot Care	20	Dressing
15	Shampoo	47	Assist with Shaving

<b>Nutrition</b>			
<b>Code</b>	<b>Task</b>	<b>Code</b>	<b>Task</b>
35	Meal Preparation	33	Reinforce Diet Inst
34	Assist with Feeding	46	Limit/Encourage Fluid

<b>Activity</b>			
<b>Code</b>	<b>Task</b>	<b>Code</b>	<b>Task</b>
26	Assist with Ambulation	30	Transfers: Mechanical Lift
27	Walking with Device	31	Turning and Positioning
28	Transfer Assist	32	Range of Motion Exercises
29	Transfers: 2 person		

<b>Treatment/Special Need</b>			
<b>Code</b>	<b>Task</b>	<b>Code</b>	<b>Task</b>
36	Medications: Assist/ Remind	40	Record Intake/Output
21	Take/Record Temperature	37	Catheter Care
22	Take Pulse	38	Reinforce Wound Dressing
23	Take Respirations	39	Ostomy Care
24	Take Blood Pressure	45	Check Pressure Areas
25	Record Weight		

<b>Patient Support Activities</b>			
<b>Code</b>	<b>Task</b>	<b>Code</b>	<b>Task</b>
41	Light Housekeeping	43	Laundry
42	Grocery Shopping	44	Accompany Patient to MD/Clinic