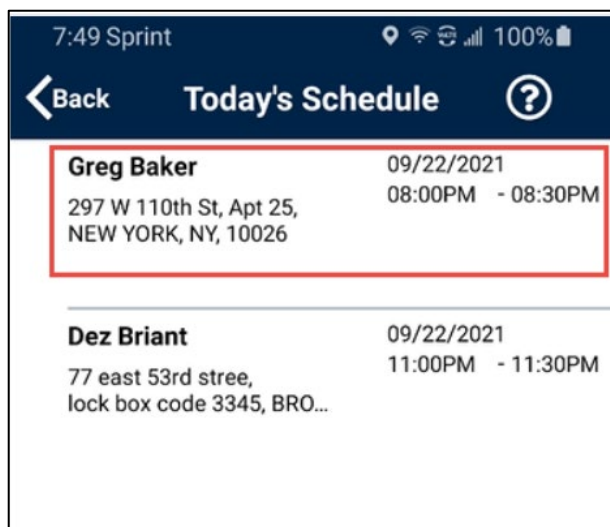


How to Clock in & out Using the HHAeXchange Mobile App

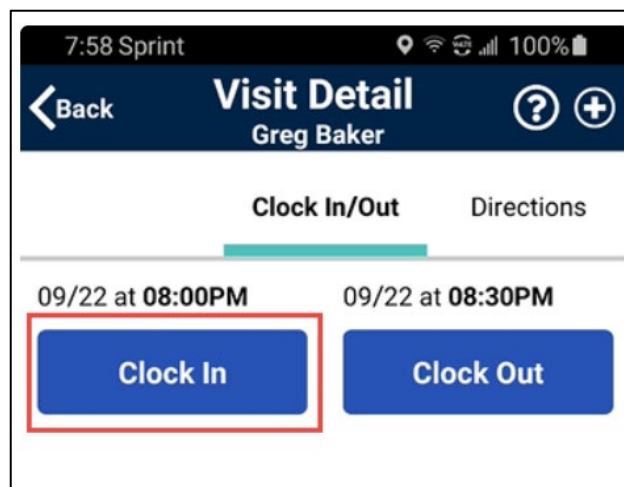


Clocking in

1. Open the app and tap **Today's Schedule**. Pick the visit for today (example: Greg Baker).

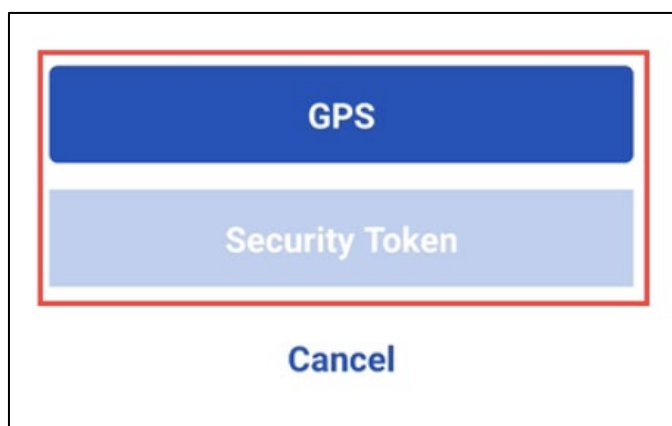


2. Tap the **Clock In** button on the Visit Detail page.

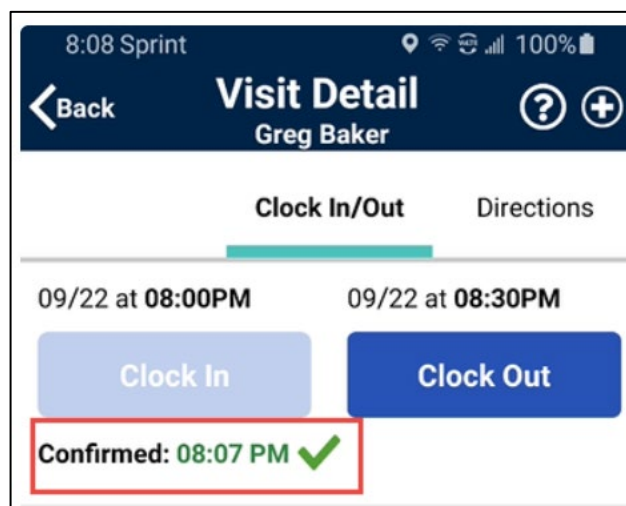


3. Choose how to clock in:

- **GPS** (uses your phone's location), or
- **Security Token** (this means a FOB).



4. If it works, the time will show in **green**. If it didn't work, the time will show in **red**.



Continued on the next page

There is also other information on the **Visit Detail** page:

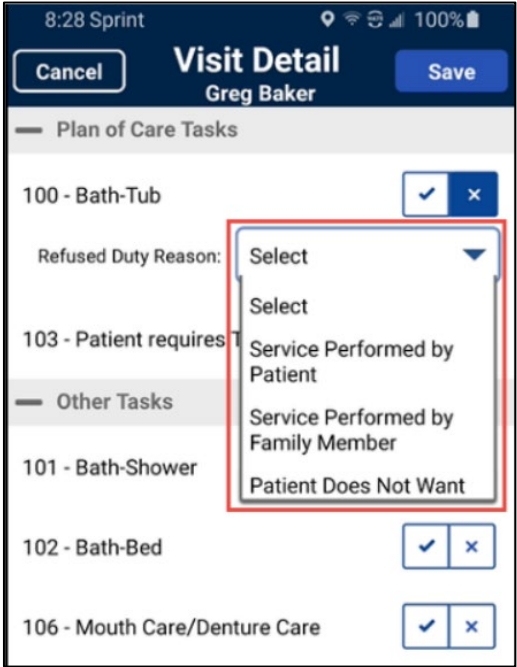
Options (Tab)	Description
Directions tab	Provides directions to the patient's home.
Patient Info tab	patient name, phone numbers, address, and emergency contacts.
Care Plan tab	List of tasks, how often to do them, and additional instructions.
Notes tab	Shows notes made by you or the agency.

Clocking out

- 1. When the Visit is done, tap **Clock Out** on the Visit Detail page.

If the Visit included tasks:

- Select the **check** if you did them, or the **X** if they were refused.
- Select the **Refused Duty Reason** when a duty is marked refused.



Continued on the next page

- Next, have the patient sign the screen. Turn the device sideways and have the patient use finger or stylus to sign. Tap Save to continue clocking out.

If the patient can't sign, tap **Skip** and choose the reason.

NOTE: The patient will need to call Consumer Direct Arizona to confirm your visit.

This screenshot shows the 'Patient Signature' screen within the 'Visit Detail' app for John Butler. The screen is oriented horizontally. At the top, there is a blue bar with a plus icon, a question mark icon, and a plus icon. Below this bar, the text 'Patient Signature' is displayed next to a blue horizontal line. A blue 'X' mark is visible on the left side of the screen. At the bottom, there is a blue bar with a back arrow, the text '4:25 Sprint', 'Visit Detail John Butler', 'John Butler', '04:25 PM 09/30/2021', and two buttons labeled 'Clear' and 'Save'.

- When you're done, you'll see a message pop up. Tap **OK** to return to the Main Screen.

This screenshot shows the 'Visit Detail' app for John Butler. The screen is oriented vertically. At the top, there is a blue bar with a back arrow, the text '5:55 Sprint', 'Visit Detail John Butler', and three icons: a question mark, a pencil, and a plus. Below this bar, there are two tabs: 'Clock In/Out' and 'Directions'. The 'Clock In/Out' tab is selected. Under this tab, there are two columns of information. The first column shows '09/30 at 06:00PM' and a blue button labeled 'Clock In'. The second column shows '09/30 at 06:15PM' and a blue button labeled 'Clock Out'. Below these buttons, there is a section labeled 'Unconfirmed' and 'Confirmed: 05:55PM' with a green checkmark. Below this, there is a section labeled 'Plan of Care Tasks' with a list item '10 - Eating' and a green checkmark. At the bottom, there is a white pop-up message box with the text 'You have been successfully Clocked Out.' and an 'OK' button.