

Caregiver's step to enter manual visit – needs to be done for each week Sunday-Saturday if they missed logging in their time.

1. Log in
2. Go My client
3. Go to "View details"
4. Go to "Add manual visit"
5. Enter "Service from date"
6. Enter "Service to date"
7. Select "Service Clockin Location" – home or community
8. Select "Service Clockout Location" – home or community
9. Enter "Start Time" as example: 4pm
10. Enter "End Time" as example: 8pm
11. Click "ADD VISIT"
12. Check box on each day of week "No activity performed"
13. Enter notes – duties, bathing, cleaning, cooking, feeding, or explain if you were in the community and not the home.
14. Sign where it says "Employee signature"
15. Select "Not Applicable" for "Client signature" if Responsible Party is not available or does not know PIN number;
16. Or select "Responsible Party" , select the name of Responsible Party from drop down box "John Smith"
17. Responsible Party "John Smith" signs and enters PIN number
18. Click "Submit"

Then: if Employer/responsible party is not available or does not know PIN number, they should log into their own

Pavillio Account and approve all submitted visits by selecting all dates of services submitted, then click "Sign and Approve" and sign and approve.