

# ANNAPURNA HOME CARE AGENCY

Provider ID: 103832050-0001  
 1016 Pittston Ave, Suite 200, Scranton, PA 18505  
 Phone No: (412) 701-9800  
 Email: Care@Annapurnahc.com

## Daily Timesheet

Name of DCW:	Name of Participant:
Service Address:	

Service Date	Start Time	End Time	Total Hours

**Reason for Missing:**

<input type="checkbox"/> Internet Issue	<input type="checkbox"/> Early or Late call in or out of the EVV system
<input type="checkbox"/> Forgot to clock in	<input type="checkbox"/> Forgot to clock out
<input type="checkbox"/> Service received outside home	<input type="checkbox"/> EVV system down
<input type="checkbox"/> Unable to use mobile device	<input type="checkbox"/> Other: _____

### ADL/IADL ACTIVITIES PERFORMED

Code	Activities	Performed	Code	Activities	Performed
1	Hygiene		139	Reading/Writing	
3	Light Housekeeping		140	Supervision/Coaching/Cueing	
4	Shopping		141	Incontinence Care	
5	Dressing		142	Catheter Care	
115	Meal Preparation		143	Wound Care	
120	Transportation		202	Via Telephone	
125	Locomotion		203	Other	
126	Transfer		209	Hair Care	
127	Toilet Use		214	Skin Care	
130	Bladder Incontinence		215	Foot Care	
131	Bowel Incontinence		217	Toileting-Commode	
132	Personal Care T1019		225	Assist with Feeding	
134	Bathing		246	Medication Reminders	
137	Lotion/Ointment		253	Accompany Patient to Appointment	
138	Laundry		256	Assist with Exercises	

By signing below, I certify that I received services checked above on stated date and time.

Consumer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Care Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please ensure that all segments of the timesheet are filled out and endorsed by the Direct Care Worker, Participant, and Agency Designee. Your Signature in the specified section(s) affirms that the listed hours and services were carried out by the Direct Care Worker identified on the timesheet. It is advised not to rely solely on hard copy timesheets for recording time; additionally, refrain from signing incomplete time and activity sheets.