



# PCA Time and Activity Documentation

PCA AGENCY NAME <b>CARINGHANDS HOME HEALTH CARE INC.</b>		PHONE NUMBER <b>651-207-8245</b>	FAX NUMBER <b>651-493-6975</b>
DATES/LOCATION OF RECIPIENT STAY IN HOSPITAL/CARE FACILITY/INCARCERATION			
INDIVIDUAL PCA PROVIDER NAME		RECIPIENT NAME	

Dates of Service (in consecutive order)	MM/DD/YY						
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Dressing							
Grooming							
Bathing							
Eating							
Transfers							
Mobility							
Positioning							
Toileting							
Health Related							
Behavior							
IADLs							

## Visit One

Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3
Shared services location																		
Time in (circle AM/PM)	AM PM																	
Time out (circle AM/PM)	AM PM																	

## Visit Two

Ratio staff to recipient	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3	1:1	1:2	1:3
Shared services location																		
Time in (circle AM/PM)	AM PM																	
Time out (circle AM/PM)	AM PM																	

## Daily Total (minutes)

MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES
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## Total Minutes This Time Sheet

<b>Total 1:1</b>		<b>Total 1:2</b>		<b>Total 1:3</b>	
MINUTES		MINUTES		MINUTES	

## Acknowledgement and Required Signatures

After the PCA has documented his/her time and activity, the recipient must draw a line through any dates/times he/she did not receive services from the PCA. Review the completed time sheet for accuracy before signing. It is a crime to provide false information on PCA billings for Medical Assistance payment. By signing below you swear and verify the time and services entered above are accurate and that the services were performed by the PCA listed below as specified in the PCA Care Plan.

RECIPIENT NAME (FIRST, MI, LAST)	MA MEMBER # or DATE OF BIRTH	RECIPIENT/RESPONSIBLE PARTY SIGNATURE	DATE
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I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually worked, the services I provided, and the dates and times worked. I understand that misreporting my hours is fraud for which I could face criminal prosecution and civil proceedings.

PCA NAME (FIRST, MI, LAST)	PCA NPI/UMPI	PCA SIGNATURE	DATE
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