



**PCA TIME AND ACTIVITY DOCUMENTATION**

CLIENT NAME (First, MI, Last)	MA ID # OR BIRTH DATE	PCA NAME (First, MI, Last)	PCA PROVIDER #
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For the week of: **Sunday** \_\_\_/\_\_\_/\_\_\_ thru **Saturday** \_\_\_/\_\_\_/\_\_\_  
MM DD YY MM DD YY

	DATES OF SERVICE	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared
<b>VISIT ONE</b>	Staff to Client Ratio (Circle One)	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared
	Shared Care Location:														
	TIME IN (circle AM/PM)	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
	TIME OUT (circle AM/PM)	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
<b>VISIT TWO</b>	Staff to Client Ratio (Circle One)	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared
	Shared Care Location:														
	TIME IN (circle AM/PM)	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
	TIME OUT (circle AM/PM)	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
<b>VISIT THREE</b>	Staff to Client Ratio (Circle One)	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared	Single	Shared
	Shared Care Location:														
	TIME IN (circle AM/PM)	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
	TIME OUT (circle AM/PM)	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM

**To ensure payment you MUST write your INITIALS next to all the activities you provided for each date you provided care.**

<b>ACTIVITIES</b>	Dressing														
	Grooming														
	Bathing														
	Eating														
	Transfers														
	Mobility														
	Positioning														
	Toileting														
	Light Housekeeping														
	Laundry														
	Health Related														
	Behavior														
Other															

<b>DAILY TOTAL HOURS</b>															
<b>TOTAL HOURS FOR WEEK</b>	<b>TOTAL HOURS-Single Client</b>							<b>TOTAL HOURS-Shared Care (If Approved)</b>							

**ACKNOWLEDGMENT AND REQUIRED SIGNATURES**

*After the PCA has documented his/her time and activity, the client must draw a line through any dates and time he/she did not receive services from the PCA. Client/Responsible Party and Staff MUST review the completed time sheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for any Medical Assistance payment, or any other source of payment. By signing below your signature verifies the time and services entered above are accurate and that the services were performed in the clients home, as specified in the PCA Care Plan and that the client was in the PCA's care and was not in a hospital, care facility, or incarcerated during this time. If the client was in a hospital, care facility or was incarcerated during the week of this timecard, please indicate the dates and location of stay here: DATES: LOCATION:*

CLIENT/RESPONSIBLE PARTY SIGNATURE	DATE (MM/DD/YY)	PCA SIGNATURE	DATE (MM/DD/YY)
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ADMIN (Initial)	QP (Initial & Date)

**NOTE:** ALL TIMESHEETS MUST BE RECEIVED EVERY MONDAY BY 10:00AM FOLLOWING THE WEEK WORKED. PLEASE CALL AFTER YOU SEND YOUR TIMESHEETS TO MAKE SURE THEY WERE RECEIVED. BLANK TIMESHEETS CAN BE FOUND AT OUR WEBSITE WWW.ALLIANCEHEALTHCARE.COM