

How to Get Client's Signature

- 1 In the home screen press on the "T" in the bottom

Caretap EVV : Caretap Billing
Demo Account

Caregiver Name
Steve Srs

Today's Date
Nov 28, 2018

CHECK-IN

SELECT CLIENT
Select Patient ▾

VISIT TYPE
Select Visit Type ▾

Patient Name
Address
Phone

Calendar icon, T icon, i icon

In this page caregiver can see the hours they worked

Caretap EVV : Caretap Billing
Demo Account

Current Week: Nov 18 - Dec 01

PCA Services Home making

Clock In	Clock Out	Hours
Nov 28, 03:42 PM	Nov 28, 04:29 PM	45 m
Nov 28, 02:21 PM	Nov 28, 02:21 PM	0 m
Nov 28, 01:03 PM	Nov 28, 01:03 PM	0 m

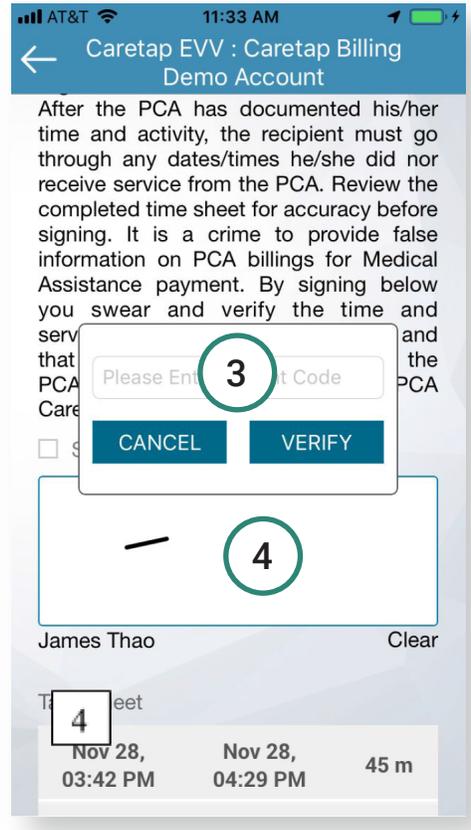
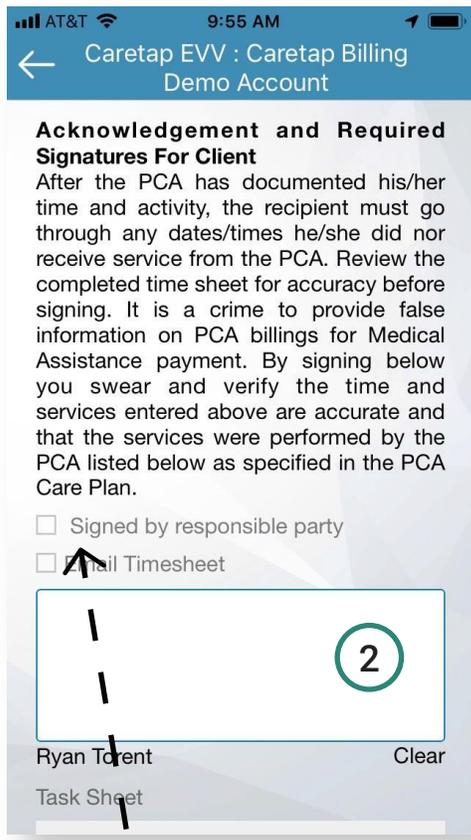
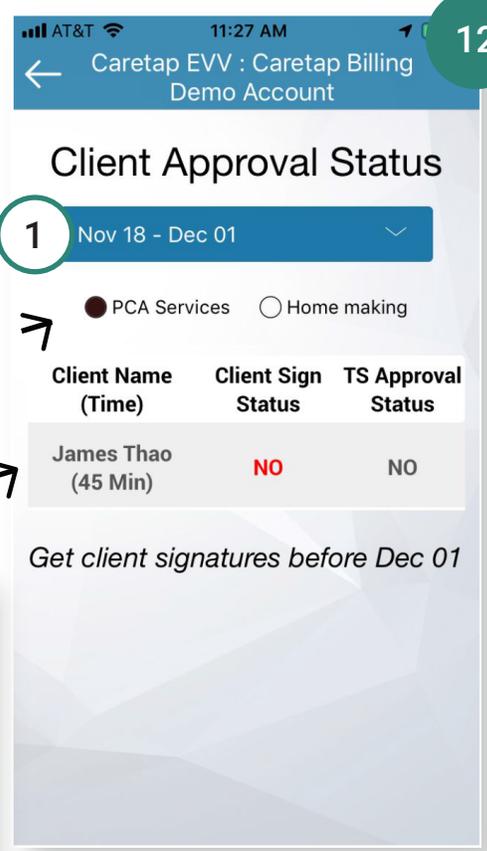
Total Hours Worked
0 Hours, 45 Minutes

GET SIGNATURE

- 2 Click on "GET SIGNATURE"

How to get client's signature - continue

- 1 Select the work weeks that client need to sign
- 2 Select Service Type
- 3 Then click on client's name



- 1 If patient is unable to sign or require a responsible party to sign, check both boxes and skip the steps below. Then go to the next page
- 2 Have client sign here
- 3 Then input in client's Patient Code
- 4 Click "VERIFY" after client enter their secret code
- 5 Then have client finish signing their signature

How to get client's signature - continue

After the client successfully signed

- 1 Scroll up
- 2 Under the "Update PCA Signature"

Caregiver sign their signatures

- 3 Then hit "DONE"

Update PCA Signature

Acknowledgement and Required Signatures For Caregiver

I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually worked, the service 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 .

Steve Srs Clear

DONE

Client Approval Status

Current Week: Nov 18 - Dec 01

PCA Services Home making

Client Name (Time)	Client Sign Status	TS Approval Status
James Thao (45 Min)	YES	NO

Get client signatures before Dec 01

If both signatures are successfully captured, "Client Sign Status will indicate as "YES"