

Home Care Scheduling Boot Camp



Training Summary:

This class will look at scheduling for Home Care and how to make sure you getting the best benefit out of the tools that CareVoyant has to offer. The class is appropriate for the administrative/office staff that deal with scheduling regularly.

Pre-requisites

- Attendees must be familiar with the CareVoyant solution and with current practices/processes within the application.

Course topics will include but are not limited to the following

- ❖ Quick Intake Review
- ❖ Authorization/Certification Updates
 - Enhanced authorization limits including dollar amounts
- ❖ Frequency Screen
 - Adding Frequencies
 - Copying from previous frequencies and certs
 - Split shifts for multiple payers per shift
- ❖ Scheduling Functions
 - Search
 - Maximizing search by setting up patient and employee preferences
 - Using miles to search
 - Split shifts (multiple payers per schedule)
 - Shift offer for employees
- ❖ Schedule Monitor
 - Shifts in progress
 - Employee current location

- Late starts
- GPS/NFC mismatches
- Missed tasks/measurements/threshold exceptions
- ❖ CV Inbox – new messaging feature
- ❖ Scheduling/Frequency Reports
- ❖ Extensive overview of setup related to scheduling