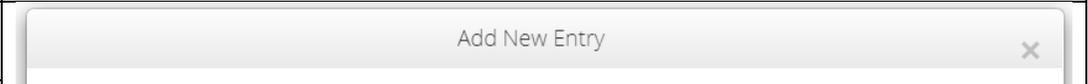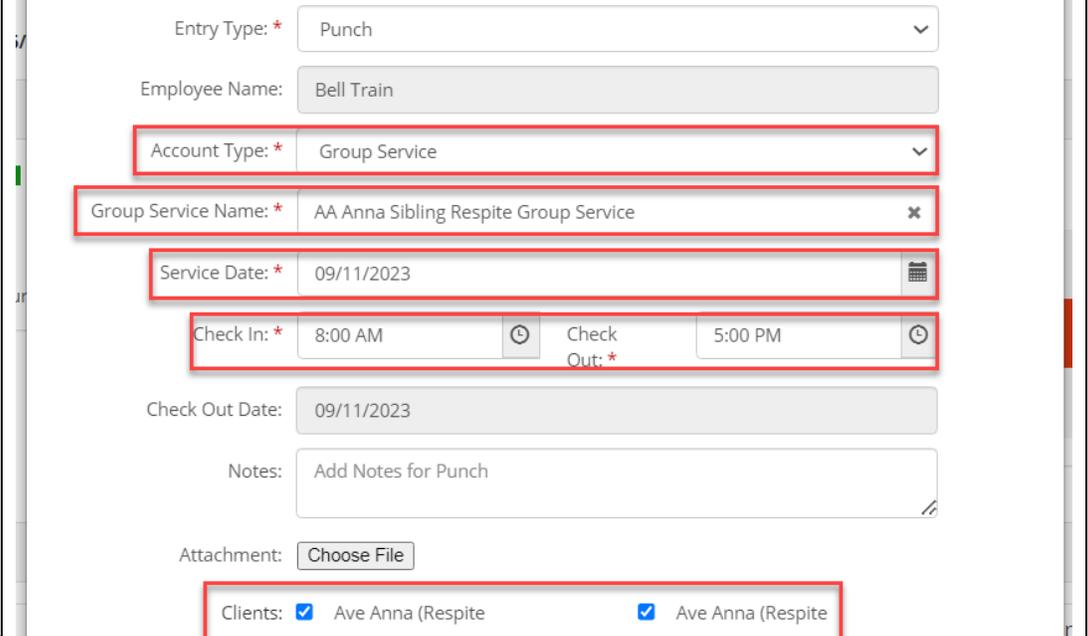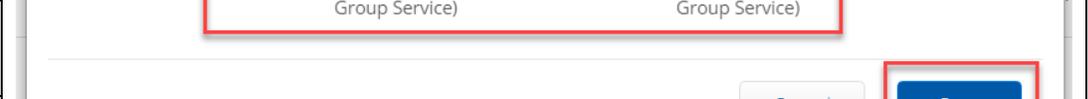aveanna healthcare®

SUPPORT SERVICES

Respite Group Service Punch Entry

This quick reference guide (QRG) will aid care providers when punching for group services. Please note that group services can only be reported through the portal and not the app. Also, group service punch entries are approved by the office, every Monday.

1. Click **Add Entry**.	Help ❓ Site Map bell.train 👤 English ⌄ Add Entry
2. In the **Account Type** select **Group Service**.	**Add New Entry** ✕
3. Type the **Group Service Name**. **Note:** Names should be listed as (Clients First Initials of (All siblings) +Last Name+ Group Service) **Example of Client Names:** Sibling Client: John, Doe Sibling Client: Sally, Doe **Example of Group Service Name:** JS Doe Sibling Respite Group Service	Entry Type: * Punch ⌄ Employee Name: Bell Train Account Type: * Group Service ⌄ Group Service Name: * AA Anna Sibling Respite Group Service ✕ Service Date: * 09/11/2023 🗓 Check In: * 8:00 AM 🕐 Check Out: * 5:00 PM 🕐 Check Out Date: 09/11/2023 Notes: Add Notes for Punch Attachment: Choose File Clients: ☑ Ave Anna (Respite Group Service) ☑ Ave Anna (Respite Group Service)
4. Select the **Service Date.**	
5. Select the **Check In** and **Check Out**	Cancel Save
6. Select all **Clients** names.	

Important! *When providing group services please ensure to apply the check mark to the boxes to include both (or all) siblings for that entry.*

Attachment: Choose File

Clients: ☑ Ave Anna (Respite Group Service)   ☑ Ave Anna (Respite Group Service)