

Transportation Reimbursement Guide Overview

For vendored parents or vendored individuals who receive Transportation Reimbursement services, this guide will show you how to submit the Transportation Reimbursement requests (miles and/or units) into the AveannaCare web portal.

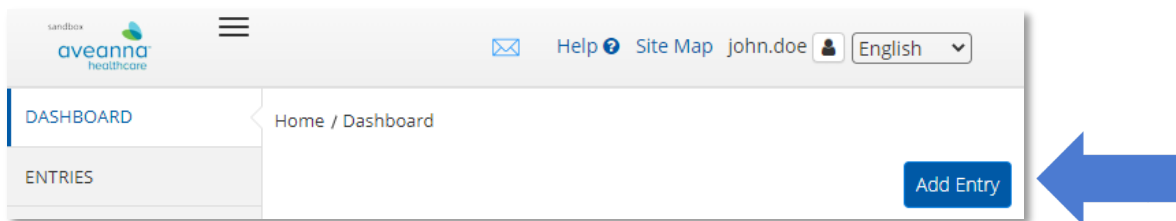
Initial Setup

The AveannaCare web portal is available on any device that can access the internet. To access the portal, you will need your login username and password (provided by the company). Every vendored individual will have their own user account in AveannaCare.

Link to AveannaCare Web Portal: <https://aveanna.dcisoftware.com>

Submitting for Transportation Reimbursements

After logging into the AveannaCare web portal, you will utilize the blue “Add Entry” button to enter miles or units of Transportation Reimbursement per day.

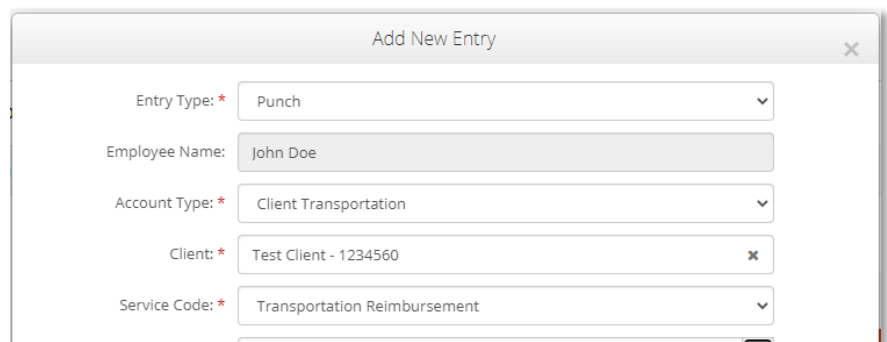


The “**Add New Entry**” screen will pop up.

Complete each field in order, from top to bottom.

The **Entry Type** and **Employee Name** fields will be automatically filled in.

Select **Client Transportation** as the **Account Type** from the dropdown menu.



The screenshot shows the 'Add New Entry' form. The fields are: Entry Type: * (dropdown menu with 'Punch' selected), Employee Name: (text field with 'John Doe'), Account Type: * (dropdown menu with 'Client Transportation' selected), Client: * (text field with 'Test Client - 1234560' and a clear button), and Service Code: * (dropdown menu with 'Transportation Reimbursement' selected).

In the **Client** field, type in the name of the **Client** (individual who receives service). The full name will appear in a dropdown menu. Select the correct name.

Next you will select the **Service Code "Transportation Reimbursement."**

Types of Transportation Examples

For the Service Date field, enter the date the Transportation occurred. See below for examples of various Transportation types.

Mileage/Miles: Use the Odometer Fields to enter number of miles you are claiming. You may enter “0” for the Starting Odometer Reading and then enter the total number of miles for the Ending Odometer Reading for each **Service Date**.

Access Trips: Use the Odometer Field to enter number of trips. Always enter “0” for the Starting Odometer Reading. The Ending Odometer Reading should be the total number of trips for each **Service Date (generally 1 or 2)**.

Entry Type: Punch
Employee Name: John Doe
Account Type: Client Transportation
Client: Test Client - 1234560
Service Code: Transportation Reimbursement
Service Date: 05/18/2020
Start Odometer Reading: 0
End Odometer Reading: 20
Calculated No. Of Miles: 20
Diagnostic Code: Diagnostic Code
Notes: Add Notes for Punch

Service Code: * Transportation Reimbursement
Service Date: * 05/18/2022
Start Odometer Reading: * 0
End Odometer Reading: * 1
Calculated No. Of Miles: 1.00
Diagnostic Code: Diagnostic Code
Notes: Add Notes for Punch
Attachment: Choose File
Cancel Save

Fixed Daily Rates: Use the Odometer Fields to enter transportation. Always enter “0” for the Starting Odometer Reading, and the Ending Odometer Reading should be “1” for the daily rate allotted for each **Service Date**.

Bus Pass: The **Service Date** should reflect the date the **bus pass was purchased**. Use the Odometer Fields to enter your claim for a bus pass purchase. Always enter “0” for the Starting Odometer Reading and “1” for the Ending Odometer Reading.

Add receipt of purchase as an attachment by selecting the Choose File button, then locating the receipt of purchase on your device. Image file types such as .JPG or .PNG are preferred.

Select the Save button when ready to submit. Select Okay on the confirmation popup if everything is correct.

Important items to note:

- The AveannaCare portal will send automatic system notifications via email regarding transportation entries. Please disregard these notifications.
- Entries submitted by the deadline will be automatically processed in the system and will show a status of “Approved.” Additional Sign Off/Approval is not needed.
- Deadline to submit Transportation Reimbursement entries into AveannaCare is the 5th of every month.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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