

Creating a Transportation Reimbursement Punch Entry

This quick reference guide (QRG) can be used to create a Transportation Reimbursement punch in the AveannaCare Portal online. This guide will show both mileage and trip reimbursement examples.

Mileage Reimbursement

1. Log in to		4	
https://aveanna.dcisoftware.com/		aveanna healthcare	
		Sign In	
		dalia.caregiver	
		Remember me Forgot your p.	assword?
		Sign in	
Note: Contact a local AveannaCa	re branch if a ι	username and/or passwor	d has not been issued.
TID: \/icit avaan	nasunnortserv	ices com to tind a local hr	anch
You can also visit https://aveannasupp	ortservices.cor	n/resources/care-provide	r-resources/aveannacare/to
You can also visit <u>https://aveannasupp</u> acces	ortservices.cor	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces	ortservices.cor s videos and p	n/resources/care-provide rintable user guides.	<u>r-resources/aveannacare/</u> to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	ortservices.cor s videos and p	n/resources/care-provide rintable user guides.	<u>r-resources/aveannacare/</u> to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	DASHBOARD ENTRES	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	DASHBOARD ENTRES ACCOUNTS	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	DASHBOARD ENTRIES ACCOUNTS PROFILE CERTIFICATION	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	DASHBOARD ENTRES ACCOUNTS PROFILE CERTIFICATION SOHEDULES AVAILABILITY	n/resources/care-provide rintable user guides.	International and a second and
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry .	Drtservices.cor es videos and p DASHBOARD ENTRIES ACCOUNTS PROFILE CERTIFICATION SCHEDULES AVAILABILITY	n/resources/care-provide rintable user guides.	Image: constraint of the second se
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry . Complete all re	Drtservices.cor ss videos and p DASHBOARD ENTRES ACCOUNTS PROFILE CERTIFICATION SCHEDULES AVAILABILITY Quired fields o	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry . Complete all re	Ortservices.cor as videos and p	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to
You can also visit <u>https://aveannasupp</u> acces 2. Click on Add Entry . Complete all re	Cortservices.cor as videos and p DASHBOARD ENTRIES ACCOUNTS PROFILE CERTIFICATION SCHEDULES AVAILABILITY quired fields o	n/resources/care-provide rintable user guides.	r-resources/aveannacare/ to



Creating a Transportation Reimbursement Punch QRG



SUPPORT SERVICES

Entry Type and Employee Name will	
default.	Add New Entry
	Entry Type: * Punch
	Employee Name: Bell Train
3. Complete/Update the following	Account Type: * Client Transportation
fields.	Client: * Ave Anna4 - 99999 x
a. Account Type. Select	Service Code: * Transportation Reimbursement
"Client Transportation".	Service Date: * 06/16/2023
b. Client.	EVV Method: * Select Method 🗸
c. Service Code. Select	Reason: O
"Transportation	Start Odometer 0 Reading: *
Reimbursement".	End Odometer 20 Reading:*
d. Service Date. (Only if the	Calculated No. Of Miles: 20.00
date is different)	Diagnostic Code: Diagnostic Code
e. EVV Method. Select	Notes: Add Notes for Punch
"Portal Signoff".	Attachment: Choose File
f. Reason. (See Note below.)	
g. Start/End Odometer	Cancel Save
Reading. Enter number of	
Reading. Enter number of miles traveled.	
Reading. Enter number of miles traveled. h. Notes. (Only if applicable) Note: For Transportation Reimbursen	nent always select the first reason code from the drop-down menu.
Reading. Enter number of miles traveled. h. Notes. (Only if applicable) Note: For Transportation Reimbursen Selected	rent always select the first reason code from the drop-down menu. reason code does not affect payment.
 Reading. Enter number of miles traveled. h. Notes. (Only if applicable) Note: For Transportation Reimbursen Selected 4. Click on the blue plus sign next to the reason to display the reason code drop-down menu. 	rent always select the first reason code from the drop-down menu. reason code does not affect payment.





Note: If you are approved for additional transportation services then you can select that code to enter the additional services.

Tip: You can start the odometer at 0 each day to make it easier to enter the total miles. They must be whole numbers. In this example, 20 miles is punched by entering "0" in the **Start Odometer Reading** and "20" in the **End Odometer Reading** fields.





Trip Reimbursement

1. Log in to					
https://aveanna.dcisoftware.com/		av	/eanna		
			neutoicore		
			Sign In		
		dalia.caregiver			
		······		_	
		Remember me	Forgot your pass	sword?	
			Sign In		
Note: Contact a local AveannaCar	e branch if a us	ername and	l/or password h	as not bee	n issued.
				. 1.	
IIP: Visit aveann	asupportservice	es.com to fi	nd a local brand	cn.	
You can also visit https://aveannasuppo	rtservices.com/	/resources/g	care-provider-re	esources/av	veannacare/ to
access	videos and prij	ntable user	guides	<u>cources, a</u>	
	viaces and prin		Surges.		
2. Click on Add Entry.	DASHBOARD	Home > Dashboard			
	ENTRIES				Add Entry
	ACCOUNTS				
	PROFILE CERTIFICATION	Overtime Gauge	02/12/2017 to 02/18/2017	Total Hours	02/12/2017 to 02/18/2017
	SCHEDULES		0 - 30 🗾 30 - 40 🗾 40+	Approved Hours:	3.00
	AVAILABILITY			Pending Hours:	0.00
Complete all req	uired fields on	the Add Ne	w Entry window	Ν.	







default. 3. Complete/Update the following fields. a. Account Type. Select "Client Transportation". b. Client. c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	default. 3. Compl				
 3. Complete/Update the following fields. a. Account Type. Select "Client Transportation". b. Client. c. Service Code, Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	3. Compl			Add New Entry	×
 3. Complete/Update the following fields. a. Account Type. Select "Client Transportation". b. Client. c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	3. Compl		Entry Type: *	Punch	
 3. Complete/Update the following fields. a. Account Type. Select "Client Transportation". b. Client. c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment. 	3. Compl		Employee Name:	Bell Train	
 a. Account Type. Select "Client Transportation". b. Client. c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	a.	ete/Update the following fields.	Account Type: *	Client Transportation	
 Transportation". Client. Service Code. Select "Transportation Reimbursement". Service Date. (Only if the date is different) EVV Method. Select "Portal Signoff". Reason. (See Note below.) Start/End Odometer Reading. Enter number of trips that day. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.		Account Type. Select "Client	Client: *	Ave Anna4 - 99999 🗙	
 b. Client. c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	•	Transportation".	Service Code: *	Transportation Reimbursement	
 c. Service Code. Select "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	b.	Client.	Service Date: *	06/16/2023	
 "Transportation Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	C.	Service Code. Select	EVV Method: *	Select Method	
Reimbursement". d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	-	"Transportation	Reason:	0	
 d. Service Date. (Only if the date is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Mote: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.		Reimbursement".	Start Odometer Reading: *	0	
is different) e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	d.	Service Date. (Only if the date	End Odometer	2	
 e. EVV Method. Select "Portal Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	-	is different)	Calculated No. Of Miles:	2.00	
Signoff". f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment. Enter image in the image.	e.	EVV Method. Select "Portal	Diagnostic Code:	Diagnostic Code	
 f. Reason. (See Note below.) g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.		Signoff".	- Notes:	Add Notes for Punch	
g. Start/End Odometer Reading. Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	f.	Reason. (See Note below.)			
Enter number of trips that day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	g.	Start/End Odometer Reading.	Attachment:	Choose File	
day. h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	0	Enter number of trips that		Cancel Sa	ve
 h. Notes. Indicate the transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment. 		dav.			
transportation provider. Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.	h.	Notes. Indicate the			
Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.		transportation provider			
Service Servic		Selected re	ason code does not af	fect payment.	
4. Click on the blue plus sign next to the reason to display the reason code drop-down menu.		[Service Cole: *		
	4. Click o reason drop-d	n the blue plus sign next to the to display the reason code lown menu.	Service Coles * Exp Carl Reimburgereit Service Coles * Exp Carl Reimburgereit Coles Coles * Merstellung Coles Coles * Merstellung Coles Coles * Merstellung Coles Coles * Coles * Coles Coles * Coles		Ĵ
5. Select a Reason from the drop-down	 Click o reason drop-d Select 	n the blue plus sign next to the to display the reason code lown menu. a Reason from the drop-down	Service Coles * Exp Carls North Coles * Coles		Ĵ



		Reason: 🗢
		Add Reason Codes: Select Reason 1. Care Provider did not clock in/out in real time - 170 2. Care Provider did not clock in in real time - 150 3. Care Provider did not clock out in real time - 160 4. Issue with the app AveannaCare Mobile EVV - 200 Diagnostic Code 5. Care Provider shift change - 190 6. The service was provided outside of the home - 230 Notes 7. The environment was unsafe - 240 8. Family/Consumer did not want to receive service - 130 9. Different reason, NOTE REQUIRED - 999
6.	Once the Reason Code is selected,	
	click the plus sign.	Add Reason Codes: * 1. Care Provider did not clock in/out in real time - 170 🗘 🛟
7.	Click Yes on the "Add Reason Code"	Add Reason Code 🔀
	window.	Are you sure you want to add reason code - 1. Care Provider did not clock in/out in real time - 170
		No Yes
8.	Click Save and then click Yes, on the	Alert 🔀
	alert.	Are you sure you want to add a new punch for 2.00 Mile(s) for Ave Anna4 - 99999 for Jul 04, 2023?
		No

Note: Always Start Odometer at **0** and End Odometer with the total amount of trips for that day. In this example, 2 trips are punched by entering "0" in the **Start Odometer Reading** and "2" in the **End Odometer Reading** fields.

Note: For bus passes or train passes. Always Start at 0 and End at 1 for one day per month. Add attachment of receipt of purchase.

Aveanna Support Services External Documentation Created: July 2023

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingü.stica. 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)。

Aveanna Healthcare, LLC does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability, or any other basis prohibited by federal, state, or local law. © 2023 Aveanna Healthcare, LLC. The Aveanna Heart Logo is a registered trademark of Aveanna Healthcare LLC and its subsidiaries.