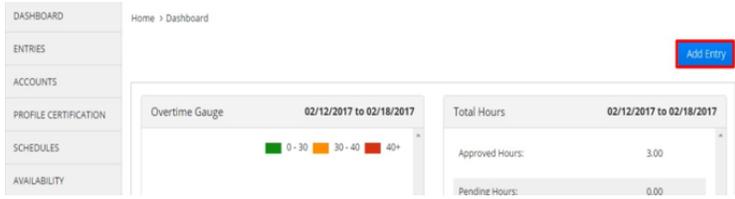


## Creating a Transportation Reimbursement Punch Entry

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.

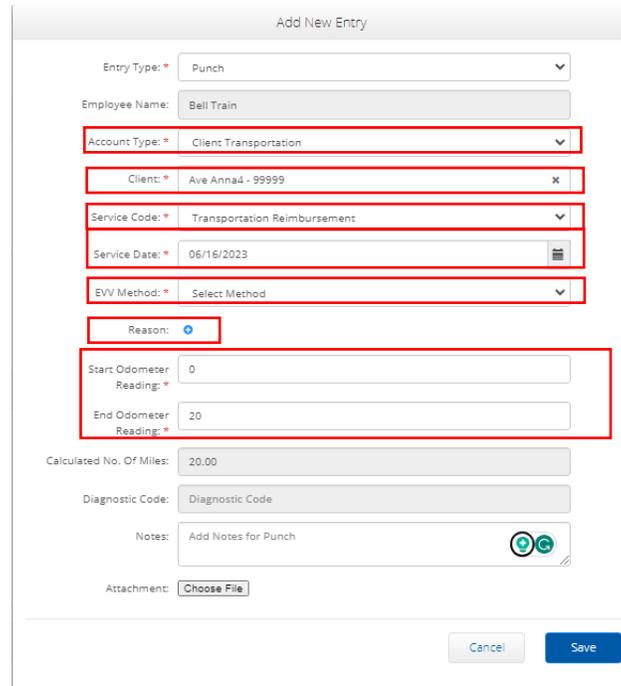
### Mileage Reimbursement

<p>1. Log in to <a href="https://aveanna.dcisoftware.com/">https://aveanna.dcisoftware.com/</a></p>	
<p><b>Note:</b> Contact a local AveannaCare branch if a username and/or password has not been issued.</p> <p><b>TIP:</b> Visit <a href="https://aveannasupportservices.com">aveannasupportservices.com</a> to find a local branch.</p> <p>You can also visit <a href="https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/">https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/</a> to access videos and printable user guides.</p>	
<p>2. Click on <b>Add Entry</b>.</p>	
<p>Complete all required fields on the <b>Add New Entry</b> window.</p>	

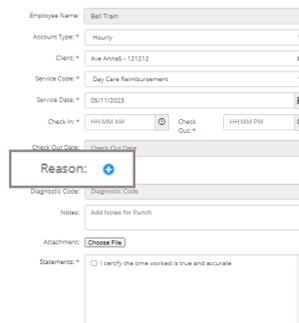


**Entry Type** and **Employee Name** will default.

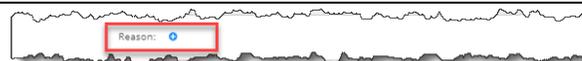
3. **Complete/Update** the following fields.
  - a. Account Type. Select "Client Transportation".
  - b. Client.
  - c. Service Code. Select "Transportation Reimbursement".
  - d. Service Date. (Only if the date is different)
  - e. EVV Method. Select "Portal Signoff".
  - f. Reason. (See Note below.)
  - g. Start/End Odometer Reading. Enter number of miles traveled.
  - h. Notes. (Only if applicable)

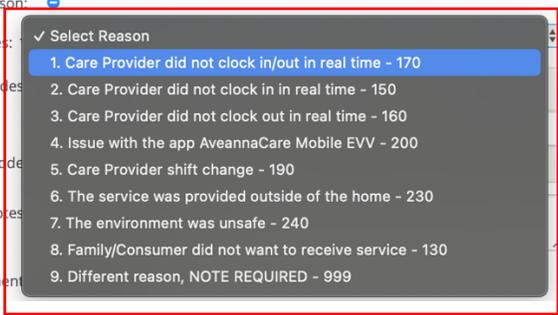
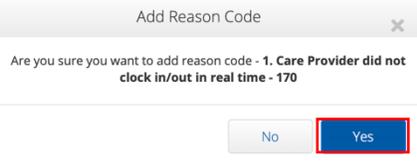
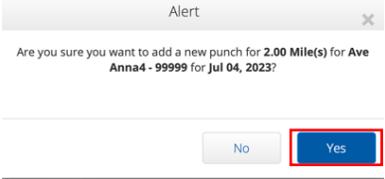


**Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.**



4. Click on the **blue plus sign** next to the reason to display the reason code drop-down menu.
5. Select a **Reason** from the drop-down menu.




	
<p>6. Once the <b>Reason Code</b> is selected, click the plus sign.</p>	
<p>7. Click <b>Yes</b> on the "Add Reason Code" window.</p>	
<p>8. Click <b>Save</b> and then click <b>Yes</b>, on the alert.</p>	

**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/>



**Note:** Contact a local AveannaCare branch if a username and/or password has not been issued.

**TIP:** Visit [aveannasupportservices.com](https://aveannasupportservices.com) to find a local branch.

You can also visit <https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/> to access videos and printable user guides.

2. Click on **Add Entry**.

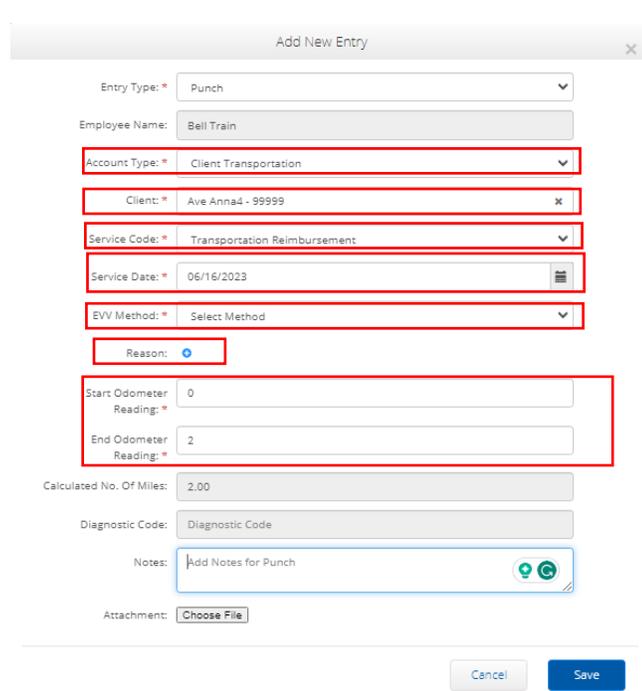


Complete all required fields on the **Add New Entry** window.



**Entry Type** and **Employee Name** will default.

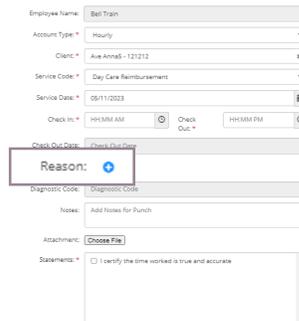
3. **Complete/Update** the following fields.
  - a. Account Type. Select “Client Transportation”.
  - b. Client.
  - c. Service Code. Select “Transportation Reimbursement”.
  - d. Service Date. (Only if the date is different)
  - e. EVV Method. Select “Portal Signoff”.
  - f. Reason. (See Note below.)
  - g. Start/End Odometer Reading. Enter number of trips that day.
  - h. Notes. Indicate the transportation provider.



The screenshot shows the 'Add New Entry' form with the following fields highlighted by red boxes:

- Entry Type: \* Punch
- Employee Name: Bell Train
- Account Type: \* Client Transportation
- Client: \* Ave Anna4 - 99999
- Service Code: \* Transportation Reimbursement
- Service Date: \* 06/16/2023
- EVV Method: \* Select Method
- Reason: +
- Start Odometer Reading: \* 0
- End Odometer Reading: \* 2
- Calculated No. Of Miles: 2.00
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Choose File

**Note: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.**

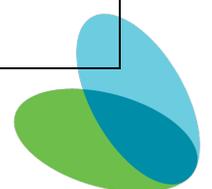


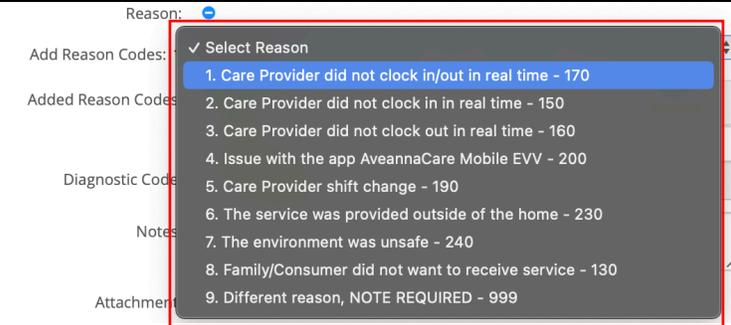
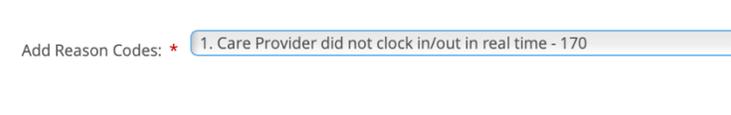
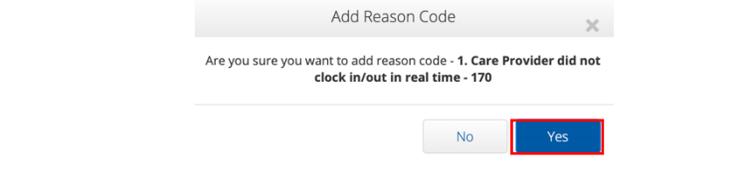
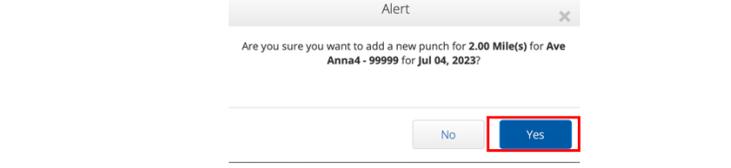
This screenshot shows the 'Reason' dropdown menu expanded, with a blue plus sign next to the text 'Reason:'. The dropdown menu is currently empty.

4. Click on the **blue plus sign** next to the reason to display the reason code drop-down menu.
5. Select a **Reason** from the drop-down menu.



A close-up of the 'Reason' dropdown menu, showing a red box around the blue plus sign next to the text 'Reason:'.



	
<p>6. Once the <b>Reason Code</b> is selected, click the plus sign.</p>	
<p>7. Click <b>Yes</b> on the “Add Reason Code” window.</p>	
<p>8. Click <b>Save</b> and then click <b>Yes</b>, on the alert.</p>	

**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 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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