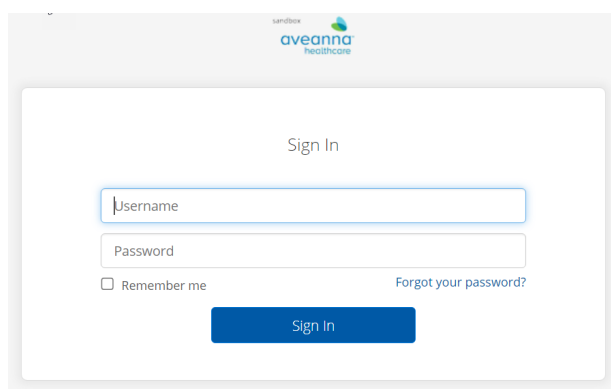


Creating a Transportation Reimbursement Punch Entry

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

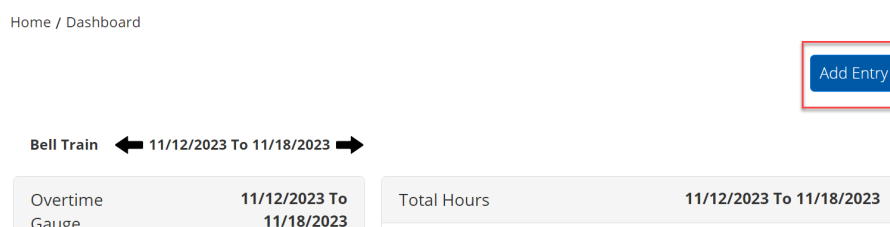
1. Log in to
<https://aveanna.dcisoftware.com/>



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

TIP: Visit 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**.



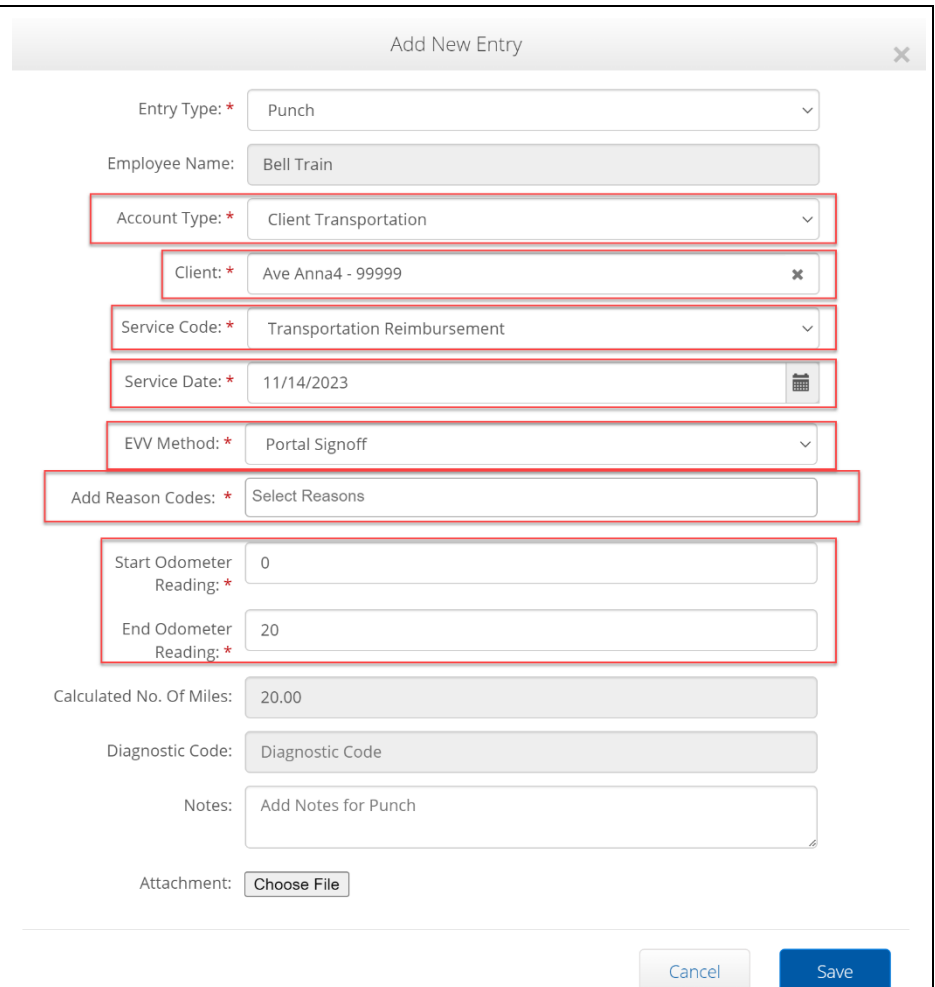
Complete all required fields on the **Add New Entry** window.



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

3. **Complete/Update** the following fields.

- Account Type. Select "Client 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 miles traveled.



Add New Entry

Entry Type: * Punch

Employee Name: Bell Train

Account Type: * Client Transportation

Client: * Ave Anna4 - 99999

Service Code: * Transportation Reimbursement

Service Date: * 11/14/2023

EVV Method: * Portal Signoff

Add Reason Codes: * Select Reasons

Start Odometer Reading: * 0

End Odometer Reading: * 20

Calculated No. Of Miles: 20.00

Diagnostic Code: Diagnostic Code

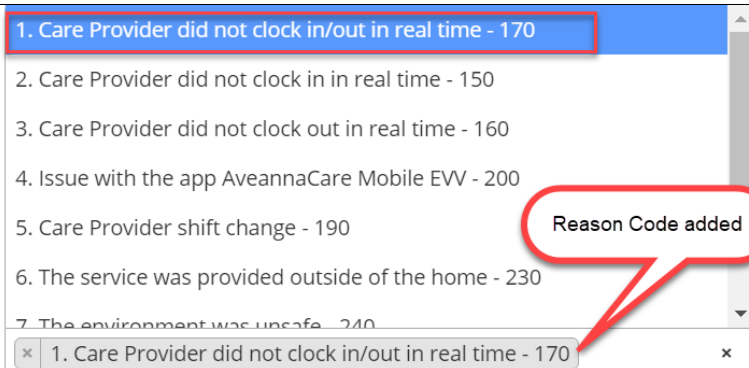
Notes: Add Notes for Punch

Attachment: Choose File

Cancel Save

Note: To add a reason code, click on the **Add Reason Code** field (a drop-down menu will appear) **click on one** reason.

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



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

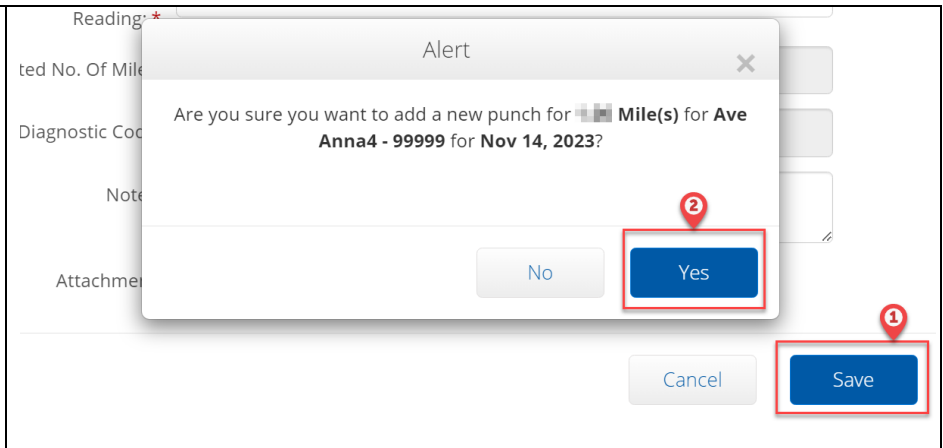
5. Care Provider shift change - 190

6. The service was provided outside of the home - 230

7. The environment was unsafe - 240

Reason Code added

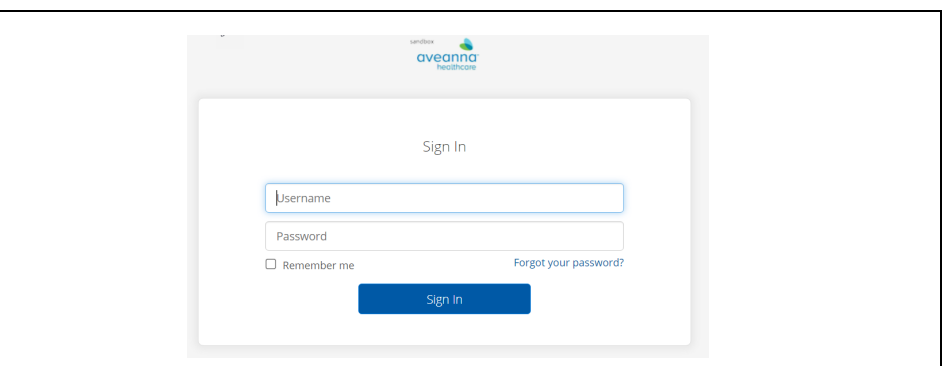


<p>4. Click Save (1) and then click Yes (2), on the alert.</p>	
--	--

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

<p>1. Log in to https://aveanna.dcisoftware.com/</p>	
<p>Note: Contact a local AveannaCare branch if a username and/or password has not been issued.</p> <p>TIP: Visit 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.</p>	



2. Click on **Add Entry**.

Home / Dashboard

Add Entry

Bell Train ◀ 11/12/2023 To 11/18/2023 ▶

Overtime	11/12/2023 To	Total Hours	11/12/2023 To 11/18/2023
Gauge	11/18/2023		

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

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

3. **Complete/Update** the following fields.

- Account Type. Select "Client 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.

Add New Entry

Entry Type: * Punch

Employee Name: Bell Train

Account Type: * Client Transportation

Client: * Ave Anna4 - 99999

Service Code: * Transportation Reimbursement

Service Date: * 11/14/2023

EVV Method: * Portal Signoff

Add Reason Codes: * Select Reasons

Start Odometer Reading: * 0

End Odometer Reading: * 1

Calculated No. Of Miles: 1.00

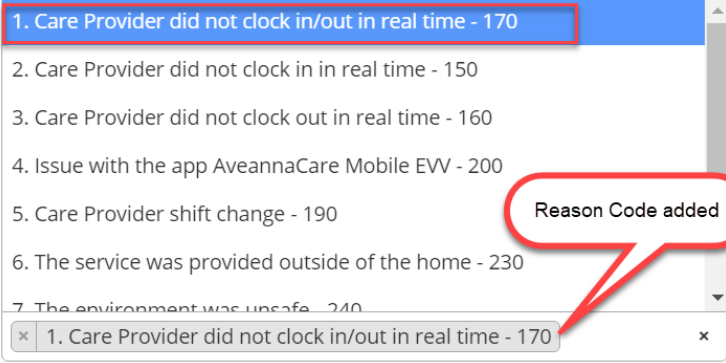
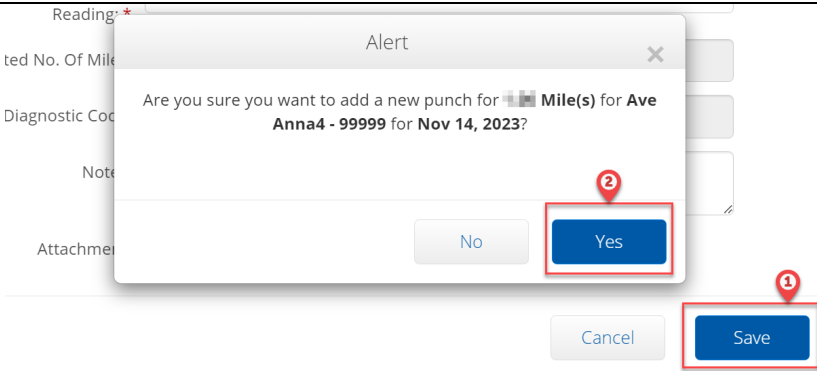
Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Attachment: Choose File

Cancel Save



<p>Note: To add a reason code, click on the Add Reason Code field (a drop-down menu will appear) click on one reason.</p> <p>Important: For Transportation Reimbursement always select the first reason code from the drop-down menu. Selected reason code does not affect payment.</p>	
<p>4. Click Save (1) and then click Yes (2), 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.

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)。

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.

