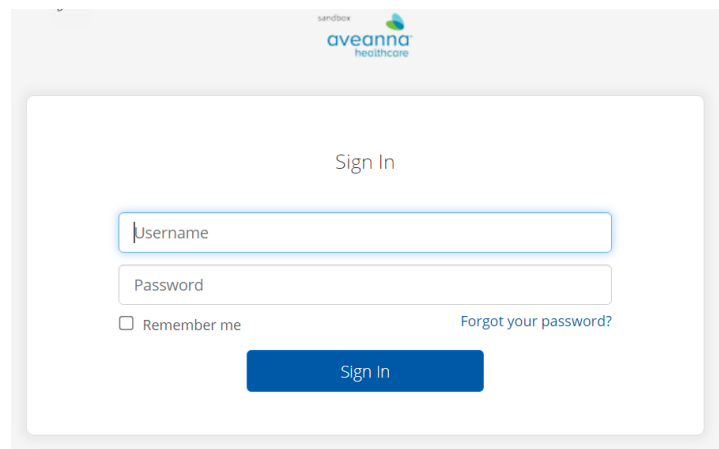


## Creating an EOR Portal Punch Entry

This quick reference guide (QRG) can be used to create an EOR service (Respite, Personal Assistance, and FMS Respite) punch in the AveannaCare Portal online. This example shows the process for Respite punching.

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

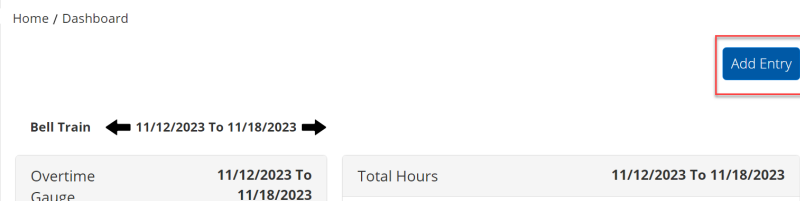
**Note:** Contact a local AveannaCare branch if a username and/or password has not been issued.



**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**.



| Overtime | 11/12/2023 To 11/18/2023 | Total Hours | 11/12/2023 To 11/18/2023 |
|----------|--------------------------|-------------|--------------------------|
| GAUGE    |                          |             |                          |

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





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

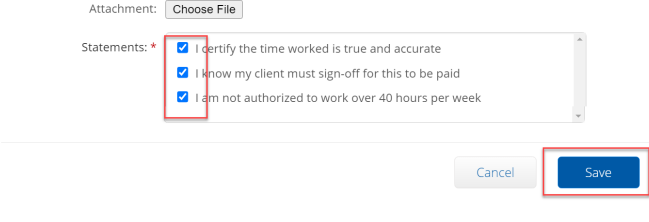
**Complete/Update** the following fields.

- a. Account Type.
- b. Client.
- c. Service Code.
- d. Service Date.  
(Only if the date is different)
- e. Check-In/out.
- f. EVV Method.
- g. **Reason. (See Note below)**

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





|  |  |
|--|--|
| <p>4. <b>Apply a check mark to the statements, click Save.</b></p> |  <p>Attachment: <input type="button" value="Choose File"/></p> <p>Statements: *</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> I certify the time worked is true and accurate</li><li><input checked="" type="checkbox"/> I know my client must sign-off for this to be paid</li><li><input checked="" type="checkbox"/> I am not authorized to work over 40 hours per week</li></ul> <p><input type="button" value="Cancel"/> <input checked="" type="button" value="Save"/></p> |
| <p>5. <b>Click Yes, on the alert.</b></p>                          |  <p>Alert</p> <p>Are you sure you want to add a new punch for <b>05:30 hour(s)</b> for <b>Ave Anna - 8888897</b> for <b>Nov 14, 2023</b>?</p> <p><input type="button" value="No"/> <input checked="" type="button" value="Yes"/></p>   |

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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