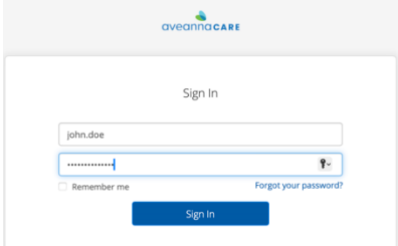
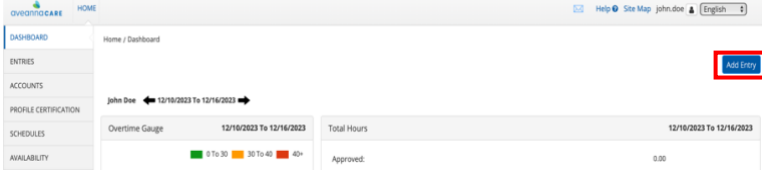
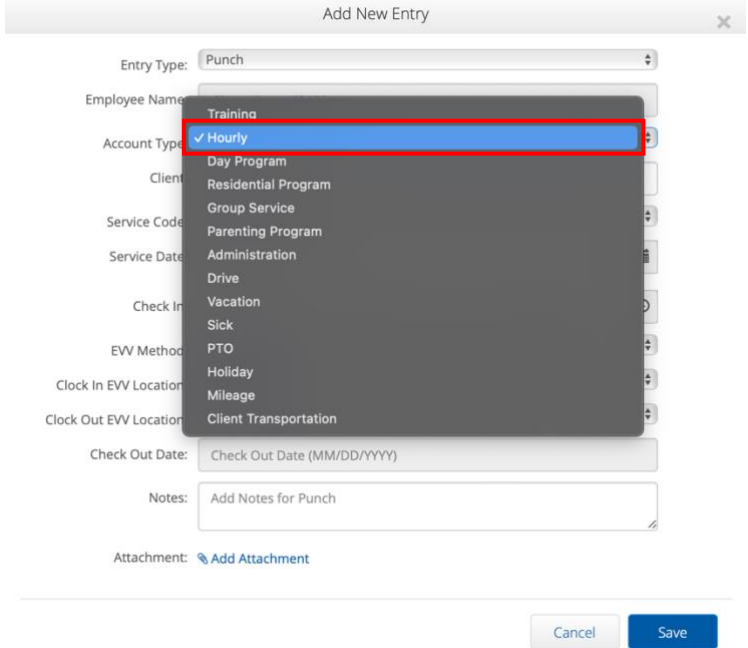


Creating a Purchase Reimbursement Punch

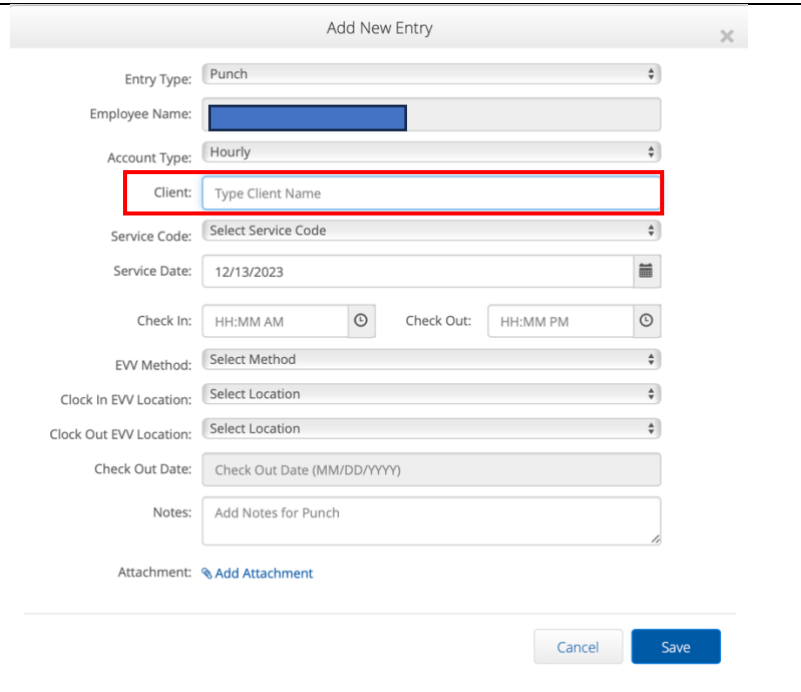
This guide can be used to create a Purchase Reimbursement punch in the AveannaCare Portal online.

<p>1. Log in to https://aveanna.dcisoftware.com/ using your AveannaCare username and password.</p>	
<p>2. Click on the Add Entry button.</p>	
<p>Complete all required fields in the Add New Entry window.</p> <p>Entry Type and Employee Name will default.</p> <p>3. Use Account Type drop-down menu to select Hourly.</p>	



Creating a Purchase Reimbursement Punch in the AveannaCare Portal

4. Type Client's name in **Client** field.

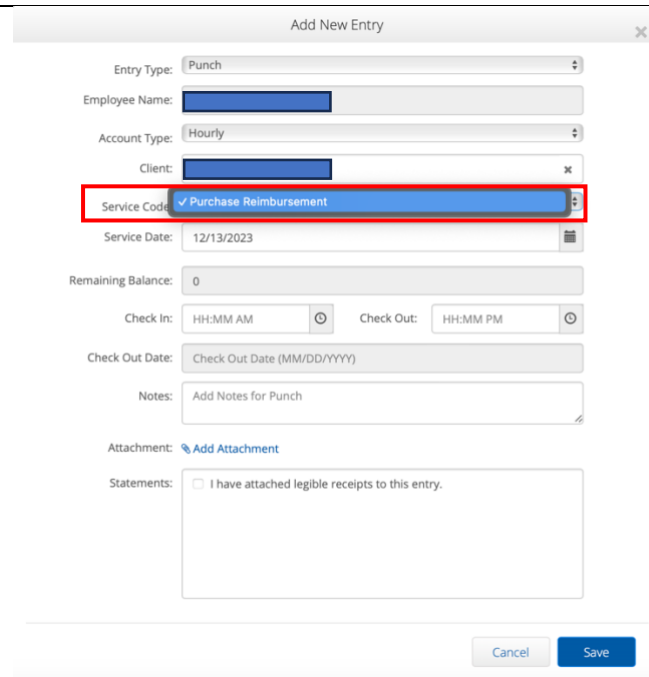


The screenshot shows the 'Add New Entry' form with the following fields: Entry Type (Punch), Employee Name (text input), Account Type (Hourly), Client (Type Client Name, highlighted with a red box), Service Code (Select Service Code), Service Date (12/13/2023), Check In (HH:MM AM), Check Out (HH:MM PM), EVV Method (Select Method), Clock In EVV Location (Select Location), Clock Out EVV Location (Select Location), Check Out Date (Check Out Date (MM/DD/YYYY)), Notes (Add Notes for Punch), and Attachment (Add Attachment). Buttons for Cancel and Save are at the bottom right.

5. Use **Service Code** drop-down menu to select appropriate service being provided.

NOTE: The correct service code is provided in the authorization email sent by Aveanna for reference.

For example: "Purchase Reimbursement", "Purchase Reimbursement 2", "Purchase Reimbursement 3".



The screenshot shows the 'Add New Entry' form with the Service Code dropdown menu open and 'Purchase Reimbursement' selected (highlighted with a red box). The form includes fields for Entry Type (Punch), Employee Name, Account Type (Hourly), Client, Service Code, Service Date (12/13/2023), Remaining Balance (0), Check In, Check Out, Check Out Date, Notes, Attachment (Add Attachment), and Statements (checkbox: I have attached legible receipts to this entry). Buttons for Cancel and Save are at the bottom right.



Creating a Purchase Reimbursement Punch in the AveannaCare Portal



SUPPORT SERVICES

6. Select date the service was provided in the **Service Date** field.

The screenshot shows the 'Add New Entry' form with the following fields: Entry Type (Punch), Employee Name, Account Type (Hourly), Client, Service Code (Purchase Reimbursement), Service Date (12/13/2023), Remaining Balance, Check In, Check Out Date, Notes, Attachment (Add Attachment), and Statements (checkbox for receipts). A red box highlights the Service Date field and its calendar dropdown, which is set to December 13, 2023.

7. Input the time range for the service in the **Check In** and **Check Out** fields.

NOTE: Check in and out time does not matter, as long as it equals the number of “hours” provided in the authorization email provided by Aveanna.

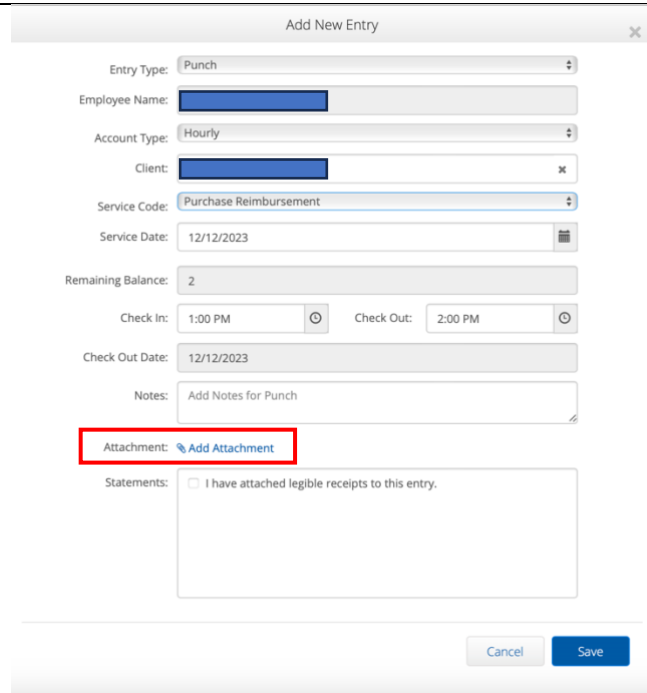
The screenshot shows the 'Add New Entry' form with the following fields: Entry Type (Punch), Employee Name, Account Type (Hourly), Client, Service Code (Purchase Reimbursement), Service Date (12/12/2023), Remaining Balance (2), Check In (12:01 PM), Check Out (HH:MM PM), Check Out Date, Notes, Attachment, and Statements. A red box highlights the Check In and Check Out time fields and their dropdown menus, which are set to 12:01 PM.



Creating a Purchase Reimbursement Punch in the AveannaCare Portal

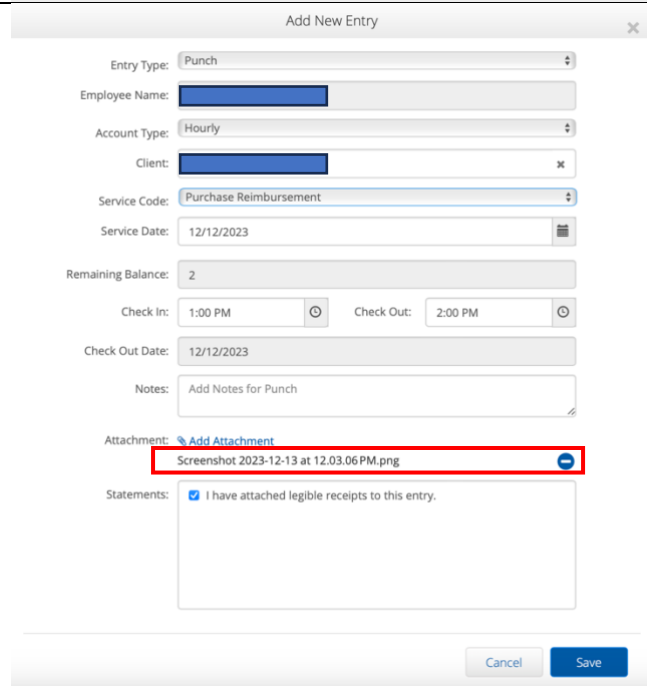
8. Click **Add Attachment** to attach receipt of service.

NOTE: A photo or file of the receipt confirming the purchase was made will need to be used.



The screenshot shows the 'Add New Entry' form with the following fields: Entry Type: Punch; Employee Name: [redacted]; Account Type: Hourly; Client: [redacted]; Service Code: Purchase Reimbursement; Service Date: 12/12/2023; Remaining Balance: 2; Check In: 1:00 PM; Check Out: 2:00 PM; Check Out Date: 12/12/2023; Notes: Add Notes for Punch; Attachment: [Add Attachment](#) (highlighted in red); Statements: I have attached legible receipts to this entry. Buttons: Cancel, Save.

NOTE: Attachment information will show under the **Add Attachment** link when uploaded successfully.



The screenshot shows the 'Add New Entry' form with the following fields: Entry Type: Punch; Employee Name: [redacted]; Account Type: Hourly; Client: [redacted]; Service Code: Purchase Reimbursement; Service Date: 12/12/2023; Remaining Balance: 2; Check In: 1:00 PM; Check Out: 2:00 PM; Check Out Date: 12/12/2023; Notes: Add Notes for Punch; Attachment: [Add Attachment](#) (highlighted in red) with a sub-link [Screenshot 2023-12-13 at 12.03.06PM.png](#) (highlighted in red); Statements: I have attached legible receipts to this entry. Buttons: Cancel, Save.



Creating a Purchase Reimbursement Punch in the AveannaCare Portal



SUPPORT SERVICES

9. **Apply a check mark to the statement, click Save.**

10. Click **Yes**, on the alert.

NOTE: Confirm the number of hours is the same as provided in the authorization email provided by Aveanna.

NOTE: The entry can be found under the **ENTRIES** tab. The punch/entry will be saved and marked as unvalidated if done correctly.

ID	Service Date	Start Time	End Time	Account Type	Ref.	Cost Center	Client/ Program Name	Service Code	Amount	Status
6124723	Nov 28, 2023	03:00 PM	04:00 PM	Hourly		BEIM Orange - DC BEIM		Purchase Reimbursement	01:00	Unvalidated
5842204	Oct 27, 2023	10:00 AM	11:00 AM	Hourly		BEIM Orange - DC BEIM		Purchase Reimbursement	01:00	Paid
5766320	Sep 25, 2023	01:00 PM	02:00 PM	Hourly		BEIM Orange - DC BEIM		Purchase Reimbursement	01:00	Paid

For any issues or questions, please email flrc@aveanna.com.

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.

