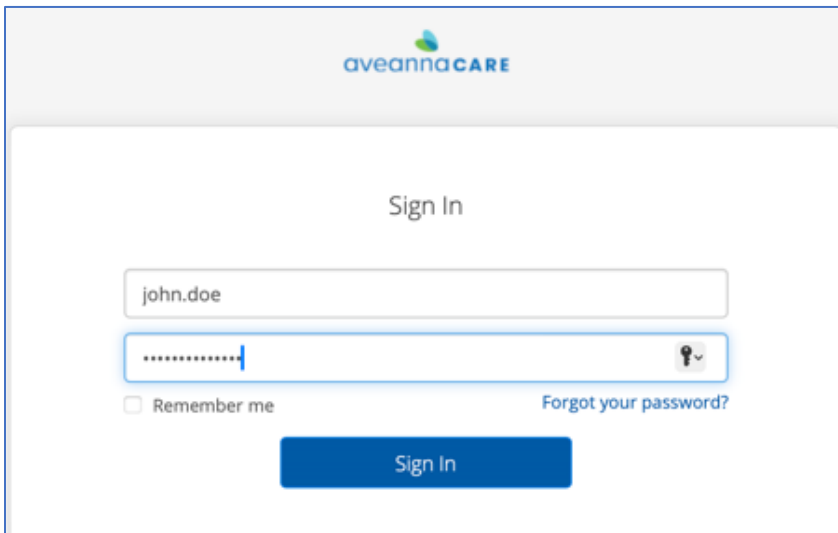


CREATING A PURCHASE REIMBURSEMENT PUNCH

Creating a Purchase Reimbursement Punch

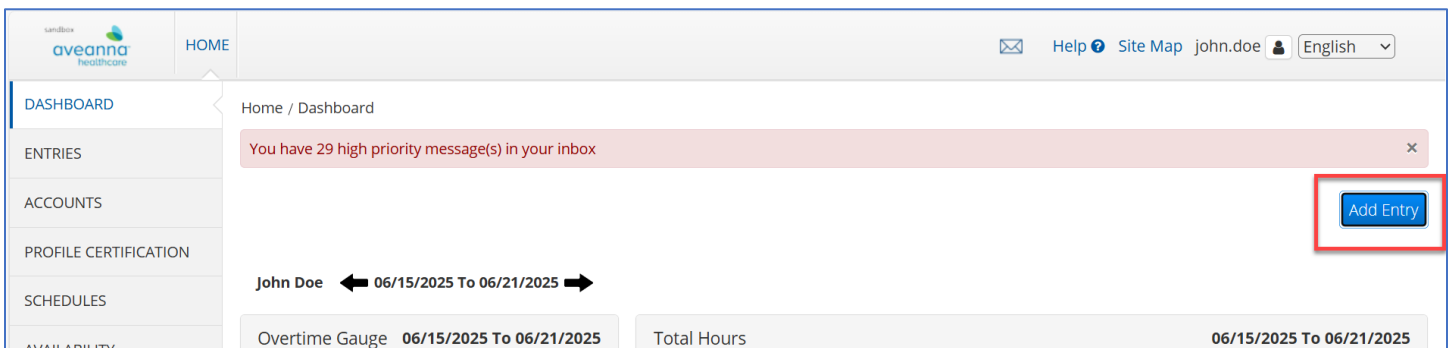
This guide can be used to create a Purchase Reimbursement punch in the AveannaCare Portal online.

1. Log in to aveanna.dcsoftware.com using your AveannaCare username and password.



The image shows the AveannaCare Sign In page. At the top is the AveannaCare logo. Below it is the text "Sign In". There are two input fields: the first contains the username "john.doe", and the second contains a masked password "*****" with a key icon to its right. Below the password field are two links: "Remember me" with an unchecked checkbox, and "Forgot your password?". At the bottom is a blue "Sign In" button.

2. Click on the Add Entry button.



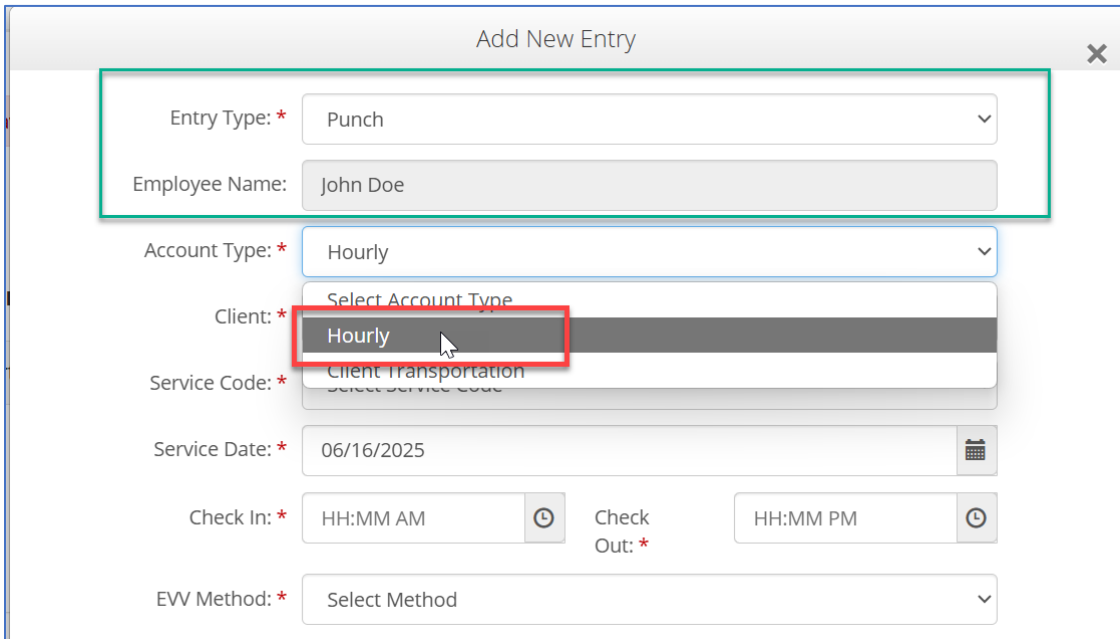
The image shows the AveannaCare Dashboard. The top navigation bar includes the Aveanna Healthcare logo, a "HOME" button, and links for "Help", "Site Map", "john.doe", and "English". A left sidebar contains a menu with "DASHBOARD", "ENTRIES", "ACCOUNTS", "PROFILE CERTIFICATION", "SCHEDULES", and "AVAILABILITY". The main content area shows "Home / Dashboard", a notification "You have 29 high priority message(s) in your inbox", and a user profile for "John Doe" with a date range "06/15/2025 To 06/21/2025". At the bottom, there are sections for "Overtime Gauge" and "Total Hours" for the same date range. A red box highlights the "Add Entry" button in the bottom right corner.

The Add New Entry window will open. Complete all required fields in the Add New Entry window.

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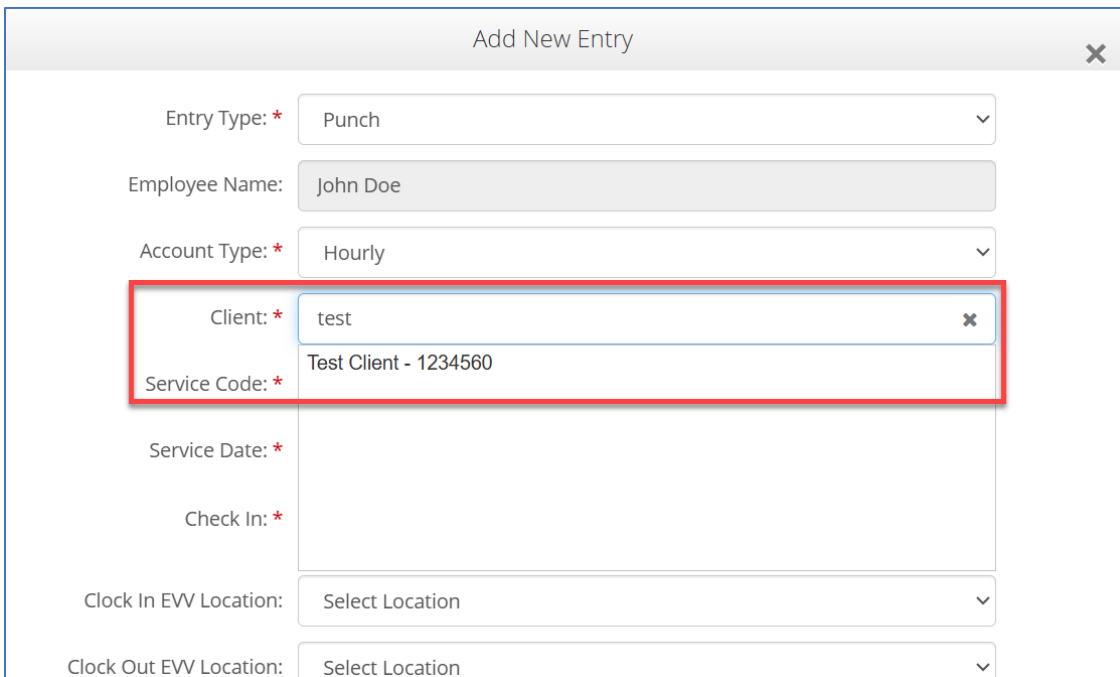
The Entry Type and Employee Name will be pre-populated.

3. Use the Account Type drop-down menu to select Hourly.



The screenshot shows the 'Add New Entry' form. The 'Entry Type' is set to 'Punch' and 'Employee Name' is 'John Doe'. The 'Account Type' dropdown menu is open, showing 'Hourly' as the selected option. The 'Client' field is empty, and the 'Service Code' dropdown is also open, showing 'Client Transportation' as the selected option. The 'Service Date' is '06/16/2025'. The 'Check In' and 'Check Out' fields are empty, and the 'EWV Method' is set to 'Select Method'.

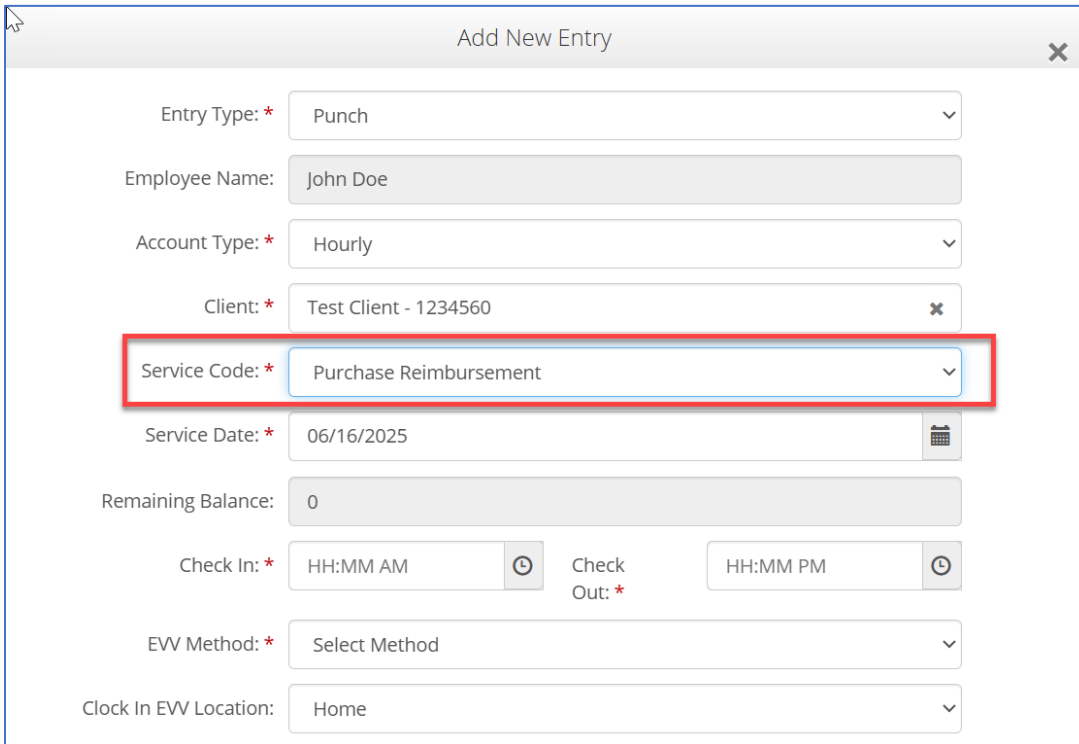
4. Type the Client's name in the Client field.



The screenshot shows the 'Add New Entry' form. The 'Entry Type' is set to 'Punch' and 'Employee Name' is 'John Doe'. The 'Account Type' is set to 'Hourly'. The 'Client' field is populated with 'test'. The 'Service Code' dropdown menu is open, showing 'Test Client - 1234560' as the selected option. The 'Service Date' is empty. The 'Check In' field is empty. The 'Clock In EWV Location' and 'Clock Out EWV Location' are both set to 'Select Location'.

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



The screenshot shows the 'Add New Entry' form with the following fields:

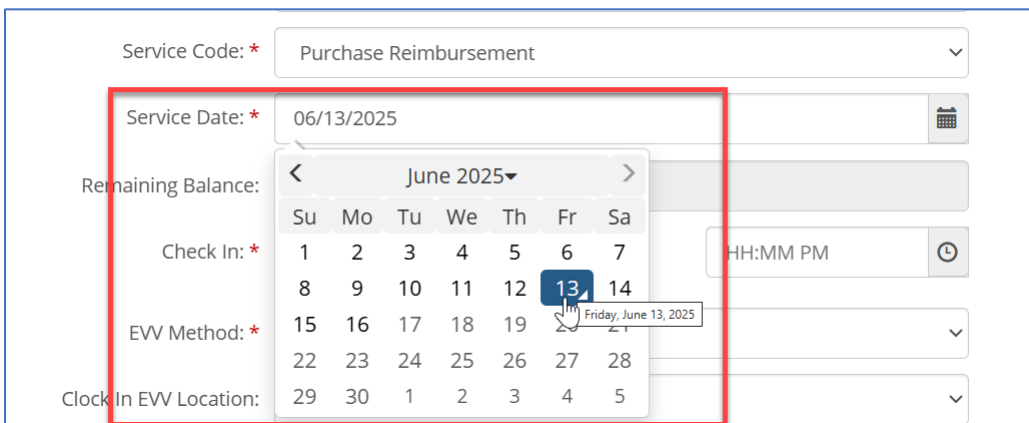
- Entry Type: * Punch
- Employee Name: John Doe
- Account Type: * Hourly
- Client: * Test Client - 1234560
- Service Code: * Purchase Reimbursement (highlighted with a red box)
- Service Date: * 06/16/2025
- Remaining Balance: 0
- Check In: * HH:MM AM
- Check Out: * HH:MM PM
- EVV Method: * Select Method
- Clock In EVV Location: Home

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

Some of these purchase service codes will be listed as:

- Purchase Reimbursement
- Purchase Reimbursement 2
- Purchase Reimbursement 3

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

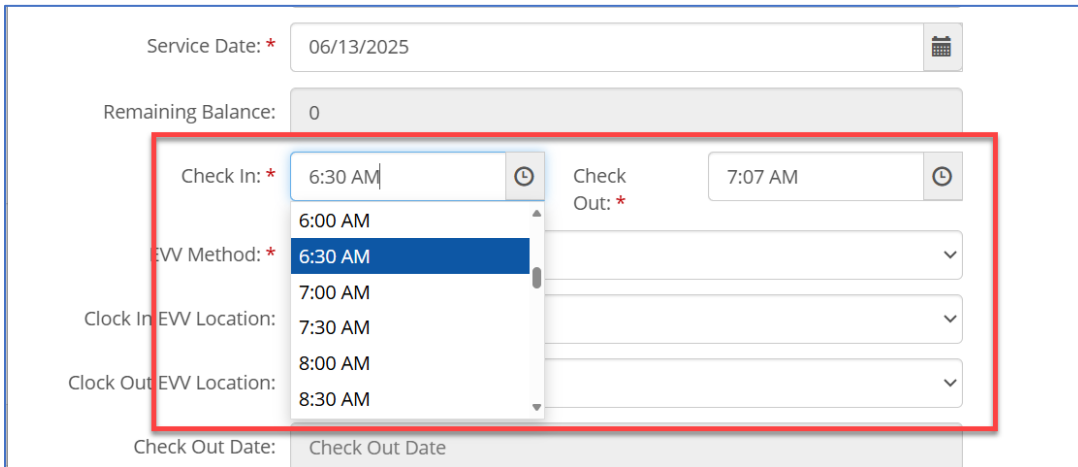


The screenshot shows the 'Add New Entry' form with the Service Date field highlighted by a red box. A calendar pop-up is displayed, showing the month of June 2025. The date 06/13/2025 is selected, and the calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

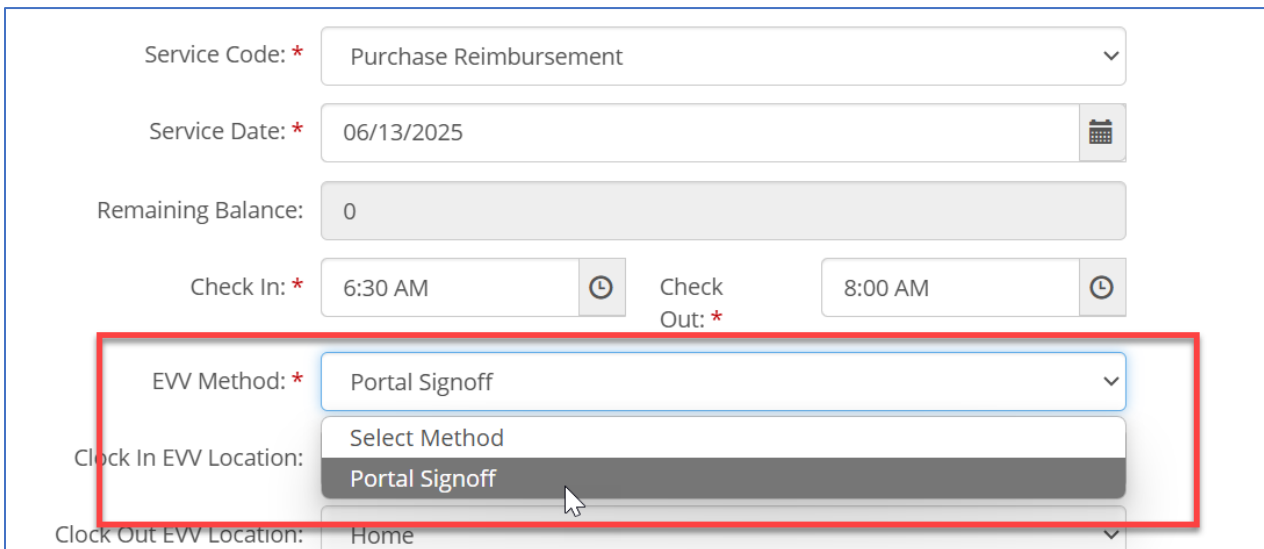
CREATING A PURCHASE REIMBURSEMENT PUNCH

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



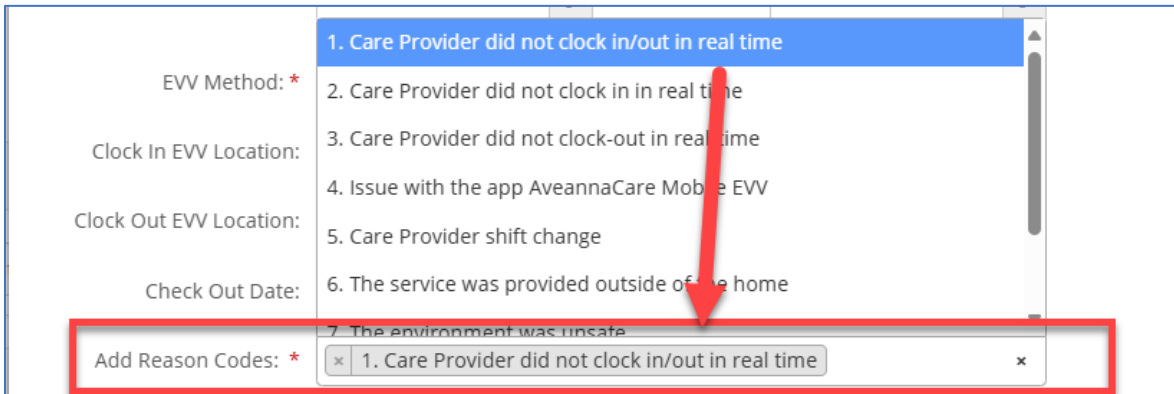
NOTE: Check-in and out times do not matter if they equal the number of “hours” provided in the authorization email provided by Aveanna.

8. Click on the EVV Method field and select Portal Signoff.



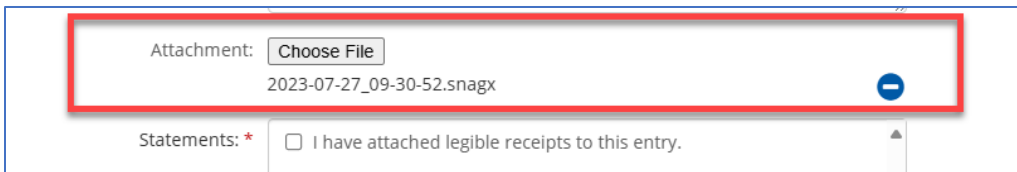
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9. Click on the Add Reason Codes field. Always select the first option, listed as number one.



The screenshot shows a form with several fields: EVV Method: *, Clock In EVV Location:, Clock Out EVV Location:, and Check Out Date:. Below these is the 'Add Reason Codes: *' field, which is highlighted with a red box. A dropdown menu is open, showing a list of reasons. The first option, '1. Care Provider did not clock in/out in real time', is highlighted in blue and has a red arrow pointing to it. The dropdown menu also shows options 2 through 7. The 'Add Reason Codes: *' field now contains the selected reason: '1. Care Provider did not clock in/out in real time'.

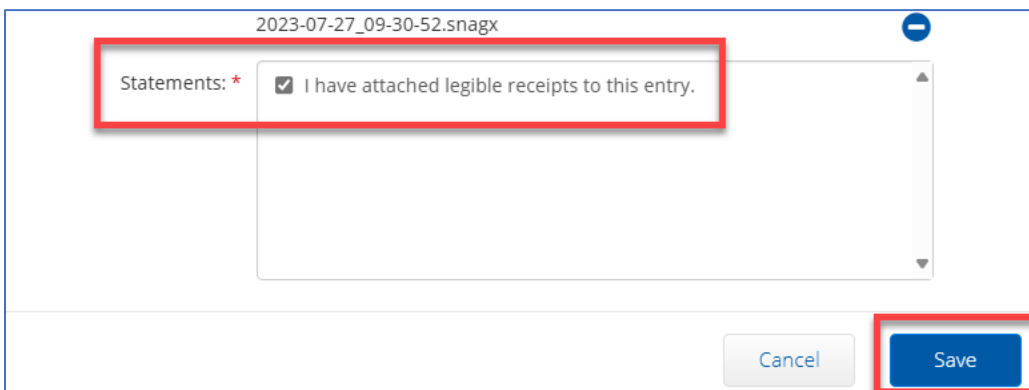
10. Click "Choose File" to attach the service receipt. **NOTE:** A photo or file of the receipt confirming the purchase will be required.



The screenshot shows the 'Attachment:' field with a 'Choose File' button. Below the button is the filename '2023-07-27_09-30-52.snagx'. The entire attachment section is highlighted with a red box. Below the attachment field is the 'Statements: *' section, which contains a checkbox labeled 'I have attached legible receipts to this entry.'.

NOTE: Attachment information will appear under the "Choose File" link once the file has been uploaded.

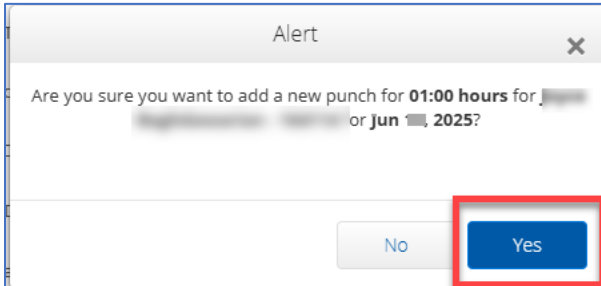
11. Apply a check mark to the statement and click Save.



The screenshot shows the 'Statements: *' section, which is highlighted with a red box. The checkbox 'I have attached legible receipts to this entry.' is now checked. Below the statements section are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

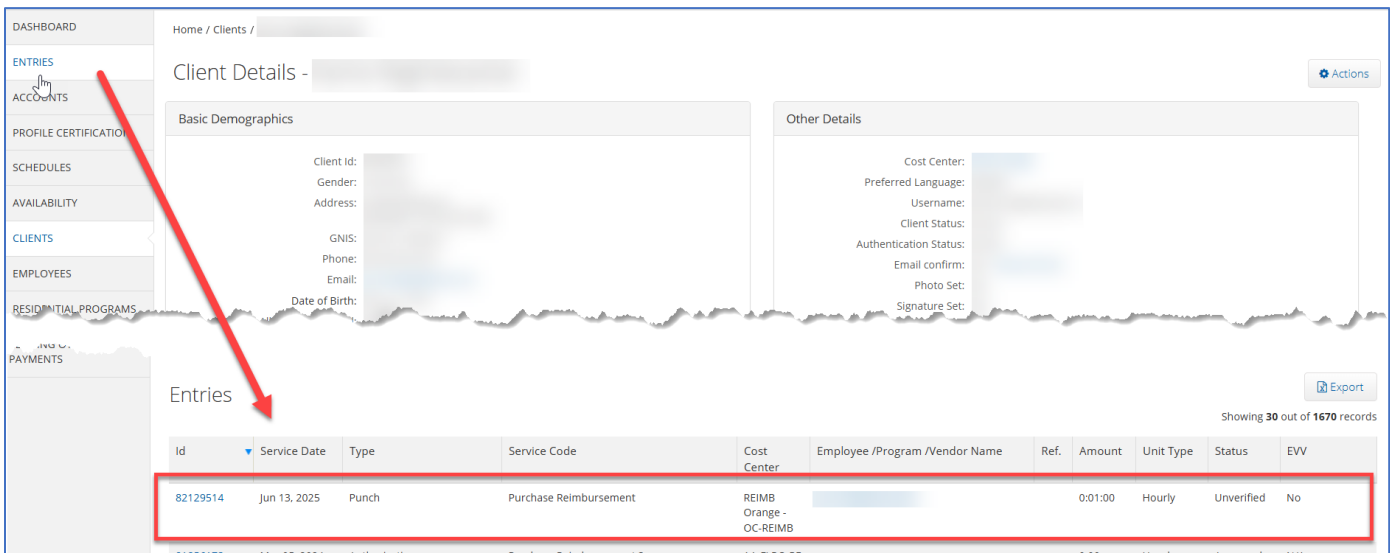
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12. Click Yes on the alert.



NOTE: Confirm the number of daily hours matches the hours provided in the authorization email provided by Aveanna.

TIP: The entry can be found under the ENTRIES tab. The punch/entry will be saved. It will be listed as unvalidated if done correctly.



For any issues or questions, please email our team at 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)。

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