

TIMECARDS ARE DUE 72 HOURS (3 DAYS) FROM YOUR LAST SHIFT

PCA BI-MONTHLY TIMESHEET			1:1, 1:2, 1:3			<i>My Brothers' Keeper</i> 136 S. Holmes St. Shakopee, MN 55379					E-mail: timecards@136mbk.com FAX: 952-496-0183							
DATE			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAY OF THE WEEK																		
BEGIN DATE	END DATE	TIME IN																
		TIME OUT																
Please signify A.M or P.M.	when writing in / out times.	TIME IN																
		TIME OUT																
		TIME IN																
		TIME OUT																
DRESSING																		
GROOMING & BATHING																		
EATING																		
TRANSFERS																		
MOBILITY & POSITIONING																		
TOILETING																		
LIGHT HOUSEKEEPING																		
LAUNDRY																		
HEALTH RELATED																		
BEHAVIOR																		
OTHER																		
TOTAL 1:1 HOURS																		
TOTAL 1:2 HOURS																		
TOTAL 1:3 HOURS																		
TOTAL HOURS																		
PRINT PCA NAME (FIRST, MI, LAST)			FOR OFFICE USE ONLY:															
PCA PROVIDER #																		
PCA SIGNATURE																		
PRINT RECIPIENT NAME																		
RECIPIENT/RESPONSIBLE PARTY SIGNATURE			After the PCA has documented his/her time and activity, the recipient must draw a line through any dates and time he/she did not receive services from the PCA. Review the completed timesheet for accuracy before signing. It is a federal crime to provide false information on PCA billings for Medical Assistance payment. Your signature verifies the time and services entered above are accurate and the services are performed as specified in the PCA Care Plan.															
RECIPIENT DATE OF BIRTH			(Hours in excess of 40 hours in a week (Sunday through Saturday) must be authorized by My Brothers' Keeper in advance)															

Note any changes to client's condition, status, updates or employee concerns:

Date/Time	Update Information	Signature

Instructions for Time and Activity Documentation

The pay period “Begin & End date” must be written in the spaces provided at the top left corner of the timesheet (11/01/06 – 11/15/06 or 11/16/06 – 11/30/06).
The “days of the week” such as M, T, W, TH, F, SA, SU must be written underneath.