

Complete only if client was hospitalized:

Date	Time	Admit	Date	Time	Discharge
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	

No hours can be claimed if Client is in the hospital, nursing home or out of home placement.



ADULT COMPANION TIME REPORT

Client Name: _____ Client DOB: _____

Fax: 763 – 208 – 6089 or Scan and Email to: timecards@sincerehomecaremn.com

Companion Name: _____ Pay Period Start/End Date(s): _____

PLEASE READ: This time report must be received by no later than Tuesday, of the non-pay week, no later than 5 PM. Please see your time report example or call the office if assistance is needed.

Complete time reports DAILY, White – out is Not Allowed, Picture Submissions are Not Allowed, Do not write X marks, ✓ marks; Initials Only, Use Blue or Black Pen Only,

Complete time report in its entirety, Incomplete time reports will be returned, Late time reports will be paid the following pay period.

Week One	Mo/Day/Yr.	Time In/Out Indicate AM or PM	Time In/Out Indicate AM or PM	Total Hrs.	Accompany to Medical Appts	Community Participation	Hobby Assistance	Talk/Read Companionship	Routine Household Cares	Laundry	Meal Preparation
Mon											
Tues											
Wed											
Thu											
Fri											
Sat											
Sun											

Total Time for Week One

Week One	Mo/Day/Yr.	Time In/Out Indicate AM or PM	Time In/Out Indicate AM or PM	Total Hrs.	Accompany to Medical Appts	Community Participation	Hobby Assistance	Talk/Read Companionship	Routine Household Cares	Laundry	Meal Preparation
Mon											
Tues											
Wed											
Thu											
Fri											
Sat											
Sun											

Total Time for Week Two

****NOTICE: Your signature verifies the times and services entered above are accurate and that the services were performed as specified in the PCA Care Plan.**

It is a Federal Crime to provide false information for Medical Assistance payment.**

Companion Signature: _____ Date: _____

Client Signature: _____ Date: _____

For Office Use Only:

Billed = _____ Payroll = _____ S.S Entry = _____