Asian-American Home Health Care Services, Inc.
225 W. University Ave, Suite 123B St. Paul, MN 55103
Phone: (Line 1) 651-641-8660, (Line 2) 651-683-2913, (Line 3) 651- 350-7113 **Fax**: 651-641-8652
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PCA TIME AND ACTIVITY DOCUMENTATION

Insurance
- ❑ Medical Assistance
- ❑ Health Partners
- ❑ Medica
- ❑ UCare
- ❑ Blue Cross Blue Shield

DATES/LOCATION OF RECIPENT STAY IN HOSPITAL/CARE FACILITY/INCARCERATION
(ATTACH ANY ADDITIONAL NOTES ON BACK OF SHEET)

DATES OF SERVICE	MON	TUE	WED	THUR	FRI	SAT	SUN
	01/09/23	01/10/23	01/11/23	01/12/23	01/13/23	01/14/23	01/15/23

ACTIVITIES	WEEK 1						
Dressing							
Grooming							
Bathing							
Eating							
Transfers							
Mobility							
Positioning							
Toileting							
Health Related							
Behavior							
IADLs							

VISIT ONE

Ratio PCA to Client	1:1	1:1	1:1	1:1	1:1	1:1	1:1
Shared care location							
Time In (Circle AM/PM)	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Time Out (Circle AM/PM)	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

VISIT TWO

Ratio PCA to Client	1:1	1:1	1:1	1:1	1:1	1:1	1:1
Shared care location							
Time In	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Time Out	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
DAILY TOTAL (HOURS)							
TOTAL (HOURS)	**Total 1:1**		**Total 1:2**		**Total 1:3**		
							HR

DATES OF SERVICE	MON	TUE	WED	THUR	FRI	SAT	SUN
	01/16/23	01/17/23	01/18/23	01/19/23	01/20/23	01/21/23	01/22/23

WEEK 2							

Ratio PCA to Client	1:1	1:1	1:1	1:1	1:1	1:1	1:1
Shared care location							
Time In (Circle AM/PM)	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Time Out (Circle AM/PM)	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

Ratio PCA to Client	1:1	1:1	1:1	1:1	1:1	1:1	1:1
Shared care location							
Time In	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Time Out	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
DAILY TOTAL (HOURS)							
TOTAL (HOURS)	**Total 1:1**		**Total 1:2**		**Total 1:3**		
							HR

Acknowledgement and Required Signatures: After the PCA has documented his/her time and activity, the recipient must draw a line through any dates and times he/she did not receive services from the PCA. Review the completed time sheet 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 that the services were performed as specified in the PCA Care Plan.

PLEASE USE BLACK INK. WHITE OUT IS NOT PERMITTED ON THIS FORM

RECIPIENT NAME (FIRST, MI, LAST)	MA MEMBER# or DATE OF BIRTH	RECIPIENT/RESPONSIBILITY PARTY SIGNATURE	DATE
PCA NAME (FIRST, MI, LAST)	PCA NPI/UMPI	PCA SIGNATURE	DATE