



**Asian-American Home Health Care Services, Inc.**

225 W. University Ave, Suite 123B St. Paul, MN 55103

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**PCA TIME AND ACTIVITY DOCUMENTATION**

Insurance			
<input type="checkbox"/> Medical Assistance	<input type="checkbox"/> Health Partners	<input type="checkbox"/> Medica	<input type="checkbox"/> UCare
<input type="checkbox"/> Blue Cross Blue Shield			

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

DATES OF SERVICE	MON 10/03/22	TUE 10/04/22	WED 10/05/22	THUR 10/06/22	FRI 10/07/22	SAT 10/08/22	SUN 10/09/22
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MON 10/10/22	TUE 10/11/22	WED 10/12/22	THUR 10/13/22	FRI 10/14/22	SAT 10/15/22	SUN 10/16/22
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ACTIVITIES	WEEK 1						
Dressing							
Grooming							
Bathing							
Eating							
Transfers							
Mobility							
Positioning							
Toileting							
Health Related							
Behavior							
IADLs							

WEEK 2						

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

1:1	1:1	1:1	1:1	1:1	1:1	1:1
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	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
<b>DAILY TOTAL (HOURS)</b>							
<b>TOTAL (HOURS)</b>	<b>Total 1:1</b>		<b>Total 1:2</b>		<b>Total 1:3</b>		<b>HR</b>

1:1	1:1	1:1	1:1	1:1	1:1	1:1
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
<b>Total 1:1</b>		<b>Total 1:2</b>		<b>Total 1:3</b>		<b>HR</b>

**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