

Personal Care Attendant Timesheet

03-04-05

Employer Name: _____ Attendant Name: _____

Payroll Period: ___/___/___ - ___/___/___ Was consumer hospitalized any time during this pay period? YES: ___ NO: ___

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Date	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Time In														
Time Out														
Time In														
Time Out														
Total Hours														

Task	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Personal Care															
Toileting															
Health															
Housekeeping															
Transportation															
Meals															
Total Hours for Pay period:	Employer's Signature	Employee's Signature													

Definition of Tasks

- Personal Care: Includes bath/shower, dressing/undressing, grooming/minor hygiene, etc.
- Toileting: Includes bowel/bladder routine, catheter care, assistance to and from bathroom, assistance with cleanup, etc.
- Health: Includes equipment maintenance, medications, turning in bed, ROM, treatments, etc.
- Housekeeping: Includes dusting, laundry, mopping, vacuuming, general household, cleaning bathrooms, house management, etc.
- Transportation: Includes essential errands, such as groceries, medications, physicians visits, food stamps, etc.
- Meals: Includes meal preparation, meal consumption, and meal clean-up.

Submission of falsified timesheet constitutes Medicaid fraud and is a felony punishable by fine &/or imprisonment.