

Placing Phone EVV Calls: Instructions

Dial# from CLIENTS phone
(877) 828 - 1034 (English) or
(866) 443 - 9879 (Spanish)

Duty #	Duty
1	Eating
2	Bathing
3	Grooming
4	Dressing
5	Transferring
6	Continance
7	Telephoning
8	Preparing Meals
9	Laundry
10	Housework
11	Outside Home
12	Routine Health
13	Being Alone



Agency Name
BEST IN-HOME SERVICE, INC.

Dial
(877) 828 - 1034 (English) or
(866) 443 - 9879 (Spanish)

Assignment ID
Last 6 digits of your social

EVV Phone Instructions - This provides step-by-step instructions for clocking in/out using the new system.

Clock In:

1. Dial **(877) 828-1034** from the client's phone.
2. Press **1** to Clock In.
3. Enter your **Assignment ID** (the last 6 digits of your social security number).
4. Press **1** to confirm or 0 to re-enter.
5. After that, the call is registered.

Clock Out:

1. Dial **(877) 828-1034** from the client's phone.
2. Press **2** to Clock Out.
3. Enter your **Assignment ID** (the last 6 digits of your social security number).
4. Press **1** to confirm or 0 to re-enter.
5. Enter **Duty ID** then # Key (For example: 1#, 2#, 3#, and so forth). Enter each Duty ID that was completed. All Duty ID's are on the EVV phone instructions sheet and on the new time sheets.
6. After entering all Duty IDs, press **000** to finish and register the Clock Out call.