



INSTRUCCIONES DE APROBACIÓN DEL REPRESENTANTE DESIGNADO



1

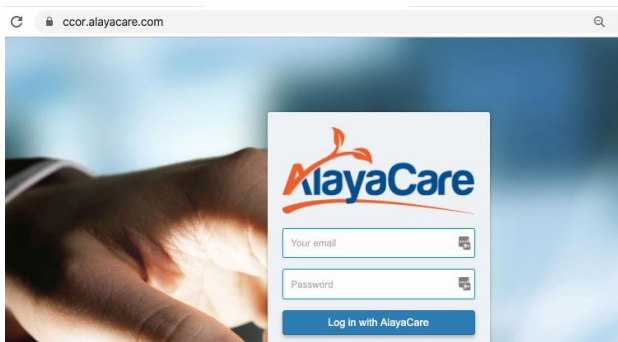
Vaya a <https://ccor.alayacare.com>

NOTA: Utilice Google Chrome para todos los usos de Alayacare.

2

INICIO DE SESIÓN

Por favor, introduzca nombre de usuario y contraseña.



Introduzca su correo electrónico y contraseña:

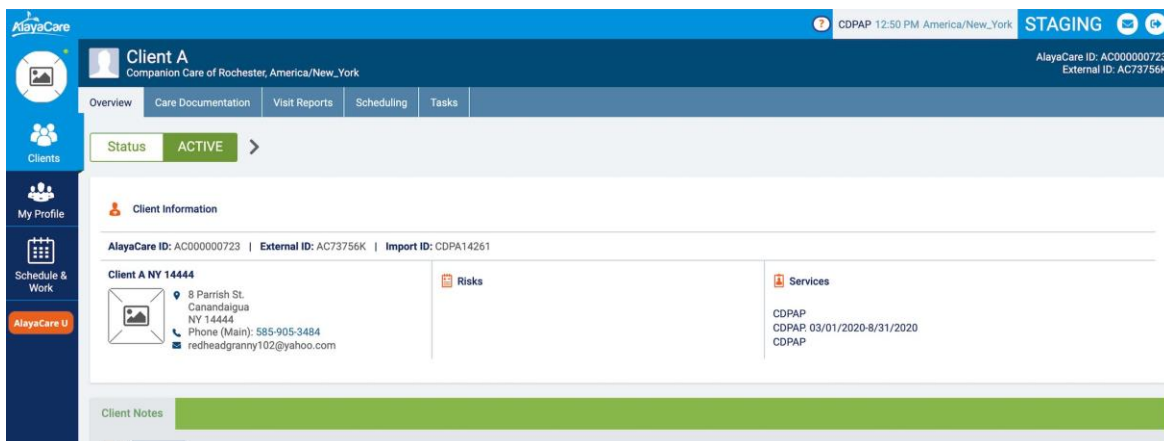
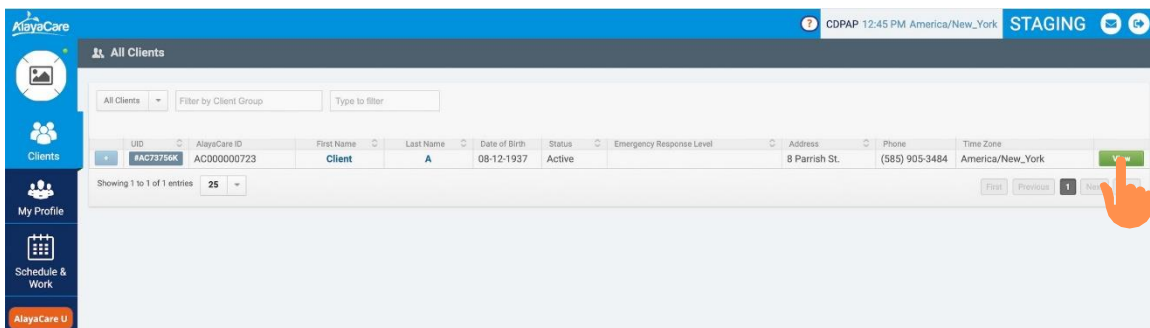
Su correo electrónico es su PrimerNombre.Apellido.DR@ccorhome.us
Por ejemplo, Jane Doe sería Jane.Doe.DR@ccorhome.us

Su contraseña inicial es de 8 caracteres, consiste en su INICIAL DEL PRIMER NOMBRE EN MAYÚSCULA inicial del apellido en minúscula 1234\$!
Por ejemplo, Jane Doe sería Jd1234\$!

Haga clic en View (Ver) para desplazarse al perfil del consumidor

3

USTED VERÁ SU CONSUMIDOR(S)



El perfil del consumidor se abrirá en la pantalla Overview (Visión general)

201201



INSTRUCCIONES DE APROBACIÓN DEL REPRESENTANTE DESIGNADO



4

DESPLÁCESE
PARA
VISITAR LOS
INFORMES
PARA
REVISAR
TODAS LAS
VISITAS DE
ESE
CONSUMIDOR

Client A
Companion Care of Rochester, America/New_York

Overview | Care Documentation | Visit Reports | Scheduling | Tasks

Status: ACTIVE

Client Information

AlayaCare ID: AC000000723 | External ID: AC73756K | Import ID: CDPA14261

Client A NY 14444

8 Parrish St.
Canandaigua
NY 14444
Phone (Main): 585-905-3484
redheadgranny102@yahoo.com

Risks

Services

CDPAP
CDPAP: 03/01/2020-8/31/2020
CDPAP

Client Notes

Client A
Companion Care of Rochester, America/New_York

Overview | Care Documentation | Visit Reports | Scheduling | Tasks

Date From: [] Date To: [] Filter

Employee	Client	Forms	Start	End Time	Tracks	View	Options
Employee A	Client A	1/1	08-13-2020 12:43 PM	12:44 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 12:42 PM	12:43 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 12:41 PM	12:41 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 10:56 AM	11:26 AM	9 Tracks	View	Actions

Showing 1 to 4 of 4 entries 25

Utilice los filtros de fechas según sean necesarios para ver la semana de visitas que necesita revisar.

Compruebe que los formularios 1/1 hayan sido completados. Así es como el PA (Médico asistente) aprueba cada visita.

5

DESPLÁCESE A
“CARE DOC'N.”
(CUIDADO DOC'N.)
PARA APROBAR
LAS HORAS
TRABAJADAS
ESA SEMANA

Client A
Companion Care of Rochester, America/New_York

Overview | Care Documentation | Visit Reports | Scheduling | Tasks

Date From: [] Date To: [] Filter

Employee	Client	Forms	Start	End Time	Tracks	View	Options
Employee A	Client A	1/1	08-13-2020 12:43 PM	12:44 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 12:42 PM	12:43 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 12:41 PM	12:41 PM	9 Tracks	View	Actions
Employee A	Client A	1/1	08-13-2020 10:56 AM	11:26 AM	9 Tracks	View	Actions

Showing 1 to 4 of 4 entries 25



INSTRUCCIONES DE APROBACIÓN DEL REPRESENTANTE DESIGNADO



6

**AÑADIR
FORMULARIO
DEL CLIENTE
PARA
APROBACIÓN**

Añadir formulario del cliente

The screenshot shows the AlayaCare interface for 'Client A'. The 'Client Forms' tab is selected, and a table of forms is displayed. A hand icon points to the '+ Add Client Form' button in the top right corner of the table.

ID	Form	Submitted on	Submitted by	Status	Approved by	Approved on	Background Job
No data found							

Seleccione servicio: "None" (Ninguno), Formulario: "CDPAP Designated Representative Time Record Sign Off" (Aprobación del registro de horas del representante designado por CDPAP)

The screenshot shows the 'Add Form for Client A' dialog box. The 'Service' dropdown is set to 'None' and the 'Form' dropdown is set to 'CDPAP Supervisor Time Record Sign Off'. A hand icon points to the 'Start Timing' button.

Service *
None

Form *
CDPAP Supervisor Time Record Sign Off

Cancel Start Timing

Complete el formulario, apruebe, envíe el formulario

The screenshot shows the 'Add Form for Client A' form. The form includes fields for Name, Designated Rep, New Date Picker, New Time Picker, and a signature field. A hand icon points to the 'Submit Form' button.

Name *

Designated Rep

New Date Picker

08-13-2020

New Time Picker

01:00 PM

I attest that all hours indicated are accurate

☒ Yes

☐ No

New Signature

Submit Form

The screenshot shows the AlayaCare interface for 'Client A'. The 'Client Forms' tab is selected, and a table of forms is displayed. A hand icon points to the '+ Add Client Form' button in the top right corner of the table.

ID	Form	Submitted on	Submitted by	Status	Approved by	Approved on	Background Job	Branch
162	CDPAP Supervisor Time Record Sign Off	08-13-2020 12:58 PM	Designated Rep	Unapproved	-	-	-	CDPAP