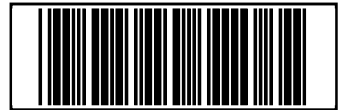


# Private Pay and VA TIMESHEET



For the week of service, timesheets are due the following Monday by Midnight. You may fax, drop off, or email your timesheets. Mail is discouraged as it can not guarantee timely pay. Timesheets are due every week. Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted.

**Sunday that started this work week.**

MM		DD		YY					

**Service Code**

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**Please see back for instructions.**

Employee Name (Please Print)	Employee ID	Member Name (Please Print)	Member ID

Service Date (MM/DD)	Time In	Time Out	Comments
1	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
2	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
3	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
4	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
5	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
6	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
7	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
8	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
9	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
10	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
11	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	
12	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	

Was the Member in a hospital, emergency room, urgent care, nursing home, or any other institution or facility at **any time** during this week?

Yes

**Explain:**

I certify that the hours and services indicated above were provided to the Member by the Employee as recorded. The Member was NOT in a hospital, nursing home, or institution. Falsification of this time sheet is considered fraud and may result in dismissal from the program and/or criminal prosecution.

**Employee Signature**

**Date (MM/DD/YY)**

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**Member/PR Signature**

**Date (MM/DD/YY)**

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**Drop Off:** 100 Consumer Direct Way Ste 145 Missoula, MT 59808

3694

Fax: 1-855-486-7246

Email: [cdmts@consumerdirectcare.com](mailto:cdmts@consumerdirectcare.com)



# Timesheet Instructions

## These items must be completed for your timesheet to be processed:

- Employee Name
- Employee ID (first 7 digits)
- Member Name
- Member ID
- Employee Signature & Date
  - Must be dated on or after the last day worked.
- Member Signature & Date
  - Must be dated on or after the last day worked.

## Each line of time must include:

- Service Date (MM/DD format)
- Time In (including am/pm)
- Time Out (including am/pm)
- CSS Type

Make sure your timesheet is filled out completely and correctly, with all entries made neatly inside the boxes. Payment may be delayed if letters or numbers are not printed neatly inside the boxes WITHOUT touching any lines, or are not readable.

Please continue on a second timesheet if you run out of room on the first. Bold items on the list to the left must also be filled in on the second form.

For best results use **BLACK** ink

Shade circles completely, like this:

Not like this:

Fill boxes like this: 


A	B	C	1	2	3
---	---	---	---	---	---

Not like this: 


A	B	C	1	2	3
---	---	---	---	---	---

## Making Corrections

If you make a mistake **before** turning in your timesheet, cross out the incorrect line and rewrite the information on the next blank line like this:

9	<del>03</del> / <del>07</del>	<del>02</del> : <del>15</del>	<input type="radio"/> AM <input type="radio"/> PM	<del>03</del> : <del>00</del>	<input type="radio"/> AM <input type="radio"/> PM	
10	04 / 01	02 : 15	<input type="radio"/> AM <input checked="" type="radio"/> PM	05 : 15	<input type="radio"/> AM <input checked="" type="radio"/> PM	

**Do not** write over the top of incorrect information like this:

1	09 / 09	<del>09</del> : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	11 : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	
2	<del>09</del> / <del>09</del>	04 : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	11 : 30	<input type="radio"/> AM <input checked="" type="radio"/> PM	

If you make a mistake and the timesheet gets returned to you for corrections, you **must** fill out a new timesheet.

Service Codes	
Service	Enter As:
Private Pay	PCA
VA PCA	VAPCA
VA Respite	VARESPITE

