

Three Rivers Inc.

Financial Management Services Electronic Timesheet Instructions

Keep this important information with you.

My Name is: _____ My Worker ID Number is: _____

It should take less than two minutes to clock-in and clock-out daily. I will be paid for this time.

Instructions to **CLOCK-IN** at the beginning of my shift.

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| 1 | Dial 1-800-903-4676 from the consumer's touch-tone phone. I CANNOT use my personal cell phone to clock-in. DO NOT call Three Rivers Inc. |
| 2 | Enter my worker ID number followed by the pound (#) sign when prompted. |
| 3 | Press 1 for check-in. |
| 4 | I will hear the name of the consumer I am going to work for. If the name is correct, press 1 . If the phone number I am calling from is not the consumer's phone number I must enter the consumer's Medicaid number followed by the pound (#) sign. I will need to get the consumer's Medicaid number directly from the consumer, not Three Rivers Inc. |
| 5 | I will hear a list of services available to the consumer and will be asked to choose the one service I will be performing by pressing the appropriate number on the phone. |
| 6 | I will hear my name repeated back to me. I will also hear the name of Three Rivers Inc., the service I will be providing & the consumer's name. If everything is correct, press 1 . If the information is not correct, press 2 and correct the information when prompted. The information must be correct before I have officially clocked-in. |
| 7 | If the information is correct, I will be told the check-in was successful at (states the time). At this time I will be instructed to press 2 to end the call. |

Instructions to **CLOCK-OUT** at the end of my shift.

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| 1 | Dial 1-800-903-4676 from the consumer's touch-tone phone. I CANNOT use my personal cell phone to clock-out. DO NOT call Three Rivers Inc. |
| 2 | Enter my worker ID number followed by the pound (#) sign when prompted. |
| 3 | Press 2 for check-out. |
| 4 | If I forgot to check-in or the system does not recognize the phone number I am calling from, I will be asked to enter the consumer's Medicaid number followed by the pound (#) sign. |
| 5 | I will be prompted to enter the activity code/codes that I performed one at a time. I will need the <i>Activity Code Cheat Sheet</i> to find the codes. After entering each code, press the pound (#) sign. You will be asked if the code is correct. Press 1 if correct; press 2 & re-enter if it is not correct. Enter as many activity codes as needed. Once I have entered all activity codes, press 8 . |
| 6 | I will hear my name repeated back to me. I will also hear the name of Three Rivers Inc., the service I provided & the consumer's name. If everything is correct, press 1 . If the information is not correct, press 2 and correct the information when prompted. The information must be correct before I have officially clocked-out. |
| 7 | If the information is correct, I will be told that I have successfully clocked-out at (states the time). At this time I will be instructed to press 2 to end the call. |