



S&A UNIFIED HOME CARE, INC
Ph#: (718)-980-6100

Dial the toll-free number from Member phone: English: 855-386-0067 English2: 866-988-7192 Albanian: 844-454-2746 Arabic: 844-453-8435 Chinese: 855-386-0069 Creole: 855-386-0068 Russian: 855-386-0070 Spanish: 844-323-3749	to Clock In press 1 Enter your Assignment ID: press 1 if Assignment ID is correct, press 2 if not, and re-enter. EVV successes: "Your call has been successfully registered" to Call Out press 2 Enter your Assignment ID: press 1 if Assignment ID is correct, press 2 if not, and re-enter. Select at least 5 duties provided from the list provided (press# after each duty). Dial 000 to complete call. EVV successes: "Your Call-Out has been registered successfully. Goodbye."	For Live-in Cases: use the same call in/out instructions as above. Clock In (press 1) at your 1st shift, each following morning, call out (press 2). ALWAYS enter these 2 duties once call out (press 2): 801: Yes, I received 8 hours of sleep with 5 hours being uninterrupted* 802: Yes, I received 3 uninterrupted meals that were 1 hour each* *if not the case, call the office in 24 hrs to report changes
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Code	Duty Name
100	Bath-Bed
101	Bath-Shower
102	Bath-Shower Chair
106	Mouth Care/Denture Care
107	Hair Care-Comb
108	Hair Care-Shampoo
109	Grooming-Shave (electric Safety razor)
110	Grooming-Nails (File only)
111	Dressing
112	Skin Care (apply lotion)
113	Foot Care
114	Toileting-Diaper
115	Toileting-Commode
116	Toileting-Bedpan/Urinal
117	Toileting-Assist to Bathroom
120	Bath-Sponge
130	Bladder Incontinence
131	Bowel Incontinence
202	Prepare-Breakfast
203	Prepare-Lunch
204	Prepare-Dinner
205	Prepare Snack
206	Assist with feeding/fluids
300	Required 1-2 to Transfer

Code	Duty Name
301	Requires 1-2 to Ambulate
302	Assistive Device in use
311	Turning and positioning (At least Q2)
400	Take Temperature
403	Take Pulse
404	Take Respirations
405	Take Blood Pressure
406	Take Weigh
408	Assist with catheter care
409	Empty foley bag
410	Empty Colostomy / Ileostomy
411	Remind to take medication
500	Change bed linen/Make bed
501	Patient Laundry
502	Light Housekeeping
505	Clean Patient Care Equipment
506	Do Patient shopping
508	Accompany Patient to medical appointment
509	Diversional Activities-Speak/Read
511	Monitor Patient Safety
514	Errands/Transportation
529	Diet-Regular
530	Diet-Low salt/no added salt
533	Diet-Low cholesterol

Code	Duty Name
535	Diet-ADA calories
536	Diet-Renal
537	Diet-Fluid restriction
538	Diet-Other
539	Fall precautions
540	Seizure Precautions
541	Bleeding Precautions
542	Standard Precautions
543	Oxygen Safety Precautions
544	Observation of skin Condition
550	Transfers: Slide Board
551	Transfers: Mechanical Lift
569	Tracheostomy Care
570	Assist Tube Feeding/TPN
571	Assist Nebulizer
590	Patient Refused Personal Care
780	FOLLOW ASPIRATION PRECAUTIONS
781	FOLLOW ALLERGY PRECAUTIONS
782	FOLLOW FALL PRECAUTIONS AND PREVENTION MEASURES
783	FOLLOW SAFETY PRECAUTIONS WHILE USING DURABLE MEDICAL EQUIPMENT (DME)
784	FOLLOW OXYGEN SAFETY PRECAUTIONS
785	OBSERVE FOR ANY CHANGES IN PATIENT STATUS AND NOTIFY SUPERVISOR AS APPROPRIATE
786	OBSERVE FOR SAFETY ISSUES AND NOTIFY SUPERVISOR AS APPROPRIATE
888	Hand Washing during service hours