



CALL & TASKS REFERENCE GUIDE

Call In:

1. Call 718-838-3465 (English line)
2. Press "1" for CALL IN.
3. Enter your Assignment ID:
4. The system will repeat the assignment you entered. Press "1" to confirm or "0" to re-enter.

Call OUT:

1. Call 718-838-3465 (English line)
2. Press "2" for CALL OUT.
3. Enter your Assignment ID:
4. The system will repeat the assignment you entered. Press "1" to confirm or "0" to re-enter.
5. Enter all the DUTY ID's of all the duties performed during the shift. After each duty enter #.
Attention! System will not repeat the duty id's you entered!
6. Press "000" to complete the call.

Mutual cases (2 patients: husband and wife):

Mutual cases are cases where the same aide is working 2 consecutive shifts for different patients at the same location (e.g. husband and wife).

The aide needs to call for the call-in at the beginning of the first shift and call-out at the end of the second shift. During the call-out the system will require the tasks for both shifts.

Other languages:

English: 718-838-3465

Russian (Русский): 718-838-3466

Spanish (Español): 718-838-3468

Enter minimum 7 duties every day

Duty ID	Category	Description
100	Personal Care	Bath-Tub
101	Personal Care	Bath-Shower
102	Personal Care	Bath-Bed
103	Personal Care	Patient requires Total Care
106	Personal Care	Mouth Care/ Denture Care
107	Personal Care	Hair Care-Comb
108	Personal Care	Hair care--Shampoo
109	Personal Care	Grooming-Shave
110	Personal Care	Grooming-Nails
111	Personal Care	Dressing
112	Personal Care	Skin Care
113	Personal Care	Foot Care
114	Personal Care	Toileting-Diaper
115	Personal Care	Toileting-Commode
116	Personal Care	Toileting-Bedpan/Urinal
117	Personal Care	Toileting-Toilet
118	Personal Care	Bath Sponge
201	Nutrition	Patient is on prescribed diet
202	Nutrition	Prepare Breakfast
203	Nutrition	Prepare Lunch
204	Nutrition	Prepare Dinner
205	Nutrition	Prepare Snack
206	Nutrition	Assist with feeding
207	Nutrition	Record intake food
208	Nutrition	Record Intake fluid

Duty ID	Category	Description
301	Activity	Assist with walking
302	Activity	Assist with walking--Walker
305	Activity	Assist with home exercise program
306	Activity	Exercise of arms and feet
311	Activity	Turning and positioning (every 2 hours)
400	Treatment/Special Needs	Take temperature
403	Treatment/Special Needs	Take pulse
405	Treatment/Special Needs	Take blood pressure
406	Treatment/Special Needs	Weigh Patient
407	Treatment/Special Needs	Record output (Urine/BM)
408	Treatment/Special Needs	Assist with catheter care
409	Treatment/Special Needs	Empty foley bag
410	Treatment/Special Needs	Assist with ostomy care
411	Treatment/Special Needs	Remind to take medication
412	Treatment/Special Needs	Assist with Treatment
500	Patient Support Activities	Change bed linen
501	Patient Support Activities	Patient laundry
502	Patient Support Activities	Light Housekeeping
505	Patient Support Activities	Clean Patient Care Equipment
506	Patient Support Activities	Do Patient shopping and errands
508	Patient Support Activities	Accompany Patient to medical appointment
509	Patient Support Activities	Diversional Activities- Speak / Read
511	Patient Support Activities	Monitor Patient Safety
729	Additional	Aide received proper sleep and meal time