



VASCULAR ACCESS PLUS

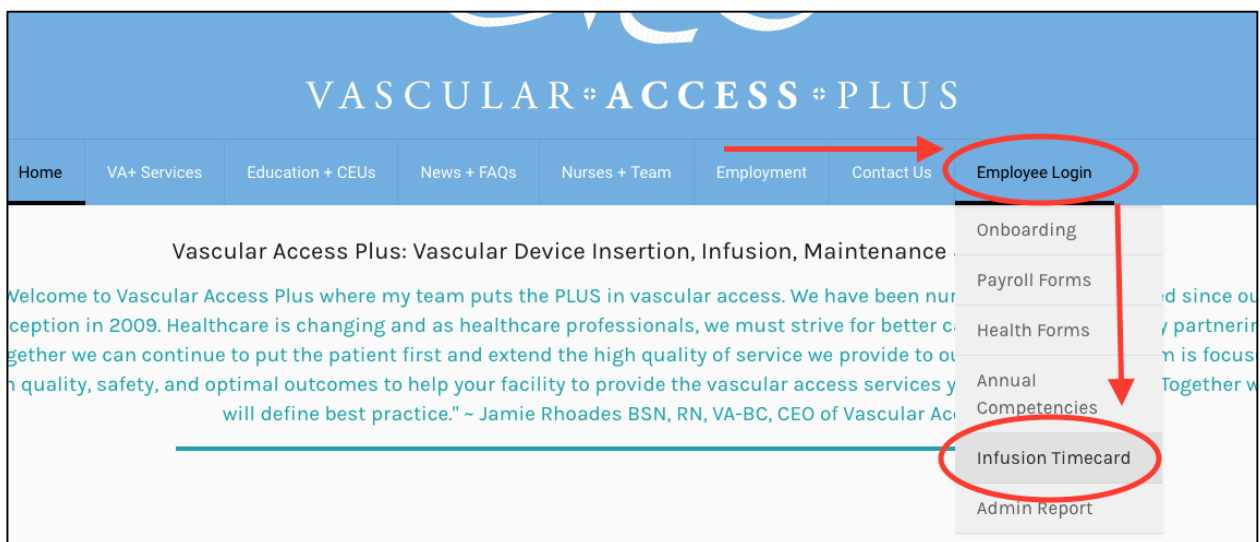
Infusion Nurse Timecard Process

We have developed a new timecard entry process on our website for your convenience. This timecard replaces the paper timecard as well as shift board, and will be required for payroll processing. If you have any questions, please email payroll@vascularaccessplus.com.

STEP ONE: ACCESSING TIMECARD

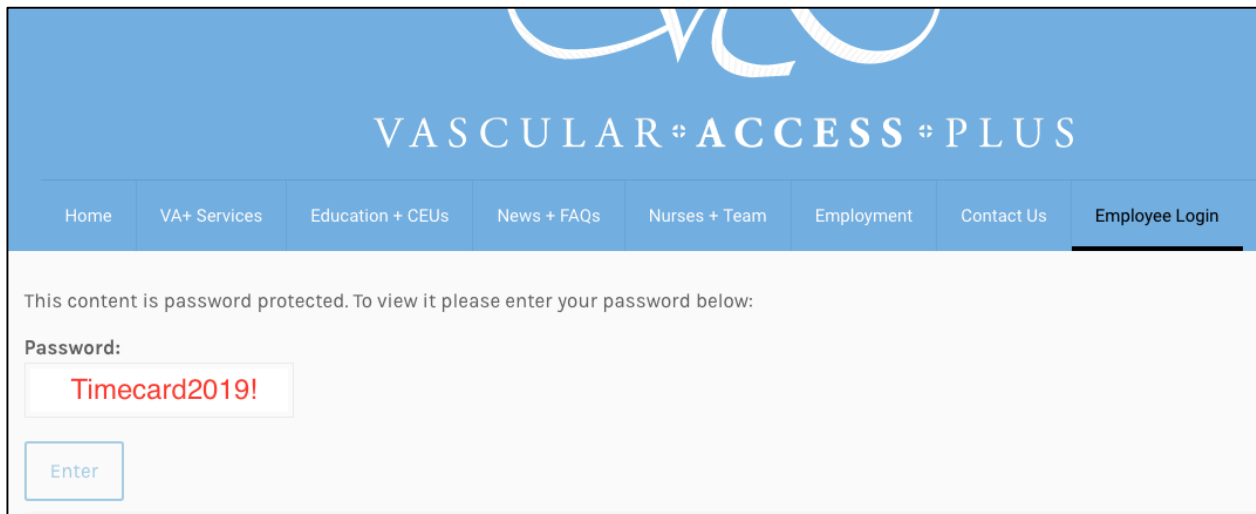
There are a couple of ways to access the timecard:

1. Go directly to the url, which you can then save on your phone or computer: <https://vascularaccessplus.com/new-employee-login/infusion-timecard/>
2. Go to the VA+ website, and select Infusion Timecard from the dropdown menu. (See photo below.)



STEP TWO: LOGIN TO TIMECARD

This page is password protected, so that only employees can access and enter timecards. Password is case sensitive and is **Timecard2019!** Once you have entered the password, press Enter to access the page.



The screenshot shows the top navigation bar of the Vascular Access Plus website. The header is blue with the logo and text "VASCULAR ACCESS PLUS". Below the header is a navigation menu with the following items: Home, VA+ Services, Education + CEUs, News + FAQs, Nurses + Team, Employment, Contact Us, and Employee Login. The "Employee Login" item is highlighted with a black underline. Below the navigation menu, a white box contains the text "This content is password protected. To view it please enter your password below:". Below this text is a "Password:" label, a text input field containing "Timecard2019!", and an "Enter" button.

Home	VA+ Services	Education + CEUs	News + FAQs	Nurses + Team	Employment	Contact Us	Employee Login
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This content is password protected. To view it please enter your password below:

Password:

STEP THREE: BASIC TIMECARD INFORMATION


Enter your name, the date of timecard entry, and select the role for this entry. If you are entering a timecard for a patient visit, you can choose which state you were making a visit. If you were working in the office, attending education or training in the office, select the office/admin role.

Infusion Time Card

First Name *

Last Name *

Date *

Nursing Role *

Choose your nursing role for this timecard entry from the list.

- ✓ Office Admin Hours
- SD Infusion
- IA Infusion
- NE Infusion
- ND Infusion
- KS Infusion

Select the role for this timecard entry

STEP FOUR: INFUSION AND TRAVEL TIME

Enter the infusion start and stop time for your patient, as well as the travel start and stop time for your patient. Each patient requires a separate timecard, and you will be prompted to note which patient you are entering time for. Use only last name and location of patient.

Choose your nursing role for this timecard entry from the list.

SD Infusion

Patient Last Name and Location * J. Rhoades, Aberdeen SD

Please note the patient last name and location here.

Travel Start Time *

06 : 15
HH : MM

Travel End Time *

14 : 23
HH : MM

Infusion Start Time *

08 : 30
HH : MM

Infusion End Time *

12 : 22
HH : MM

Once you select your role, you will be prompted to enter patient last name and location.

Travel time for this patient.

Infusion time for this patient.

DO NOT USE FULL NAME, DOB OR ANY OTHER PATIENT IDENTIFIERS IN THIS SECTION!

STEP FIVE: LAB, MILES, LUNCH AND COMMENTS

If you had to draw and drop off lab specimens for your patient, enter the time you dropped labs off.

Note the entire amount of mileage for this patient, including travel to/from lab, if applicable.

If your timecard entry is >6 hours, a 30 minute lunch will be deducted. If you did not take a lunch, select No in dropdown. If you did take a lunch, select Yes in dropdown.

Comments section is free text where you can enter any relevant information for payroll processing. DO NOT USE ANY PATIENT IDENTIFIERS IN THIS FIELD.

The screenshot shows a form with the following fields and annotations:

- Infusion End Time ***: Two input boxes containing '12' and '22', with 'HH' and 'MM' labels below them.
- Time of Lab Drop Off (if applicable)**: A label with a red arrow pointing to the input boxes below. A red annotation says: "If lab delivery required, you must note time labs were dropped off." Below this is the label "Time specimen was dropped at lab" and two input boxes containing '12' and '47', with 'HH' and 'MM' labels below them.
- Total Mileage ***: A text input box containing '143'. A red arrow points to it with the annotation: "Total mileage for this patient."
- Lunch ***: A label with the question "Did you take a lunch?". Below it is a dropdown menu with "No" selected (indicated by a checkmark) and "Yes" as an option. A red arrow points to the dropdown with the annotation: "Select whether you took lunch break from drop down."
- Comments**: A label with a red circle around it and a red arrow pointing to the text input box below. A red annotation says: "Additional comments prn." Below the label is the text "Please note any comments regarding timecard entry." The text input box contains "Dropped lab at Mercy, Aberdeen SD."

STEP SIX: SUBMITTING YOUR TIMECARD

Once you have completed your timecard, press the submit button at the bottom of the page. If there are errors, you will see the message directly below. If your timecard entry is complete, you will see the second image below, and your timecard will be processed.

Infusion Time Card

There was a problem with your submission. Errors have been highlighted below.

First Name *
Shanna

Last Name *
Shafer

Date *

This field is required.

Nursing Role *
Choose your nursing role for this timecard entry from the list.

If you submit a timecard that is incomplete, you will be given an error message. Find and correct the highlighted fields to submit timecard.

Home VA+ Services Education + CEUs News + FAQs Nurses + Team Employment Contact Us **Employee Login**

logout

Infusion Nurse Timecard

Please complete and submit the timecard form below. Add any relevant comments in the comment field. If you have any questions, please email payroll@vascularaccessplus.com.

Once you have submitted your timecard, you will be shown a confirmation message.
If you have another patient visit to submit a timecard for, click link to add a new timecard.

Thank you for submitting your infusion timecard. Please email payroll@vascularaccessplus.com if you have any questions.
To submit another timecard, [CLICK HERE.](#)

Please contact Shanna Shafer at payroll@vascularaccessplus.com or via phone (402.499.8553) with any questions or concerns.