



Document Submission Policy

Nurse's Notes/Chart

All nurse's notes must be submitted via Kantime prior to payroll being processed. **Your paycheck will be processed based on nurse's notes and charts that are submitted and approved, as well as your signed timesheet.**

This policy will impact all schedules and shifts starting on March 13th, 2023. As the clinician it is your responsibility to make sure that your documentation is submitted properly, accurately, and on time. All nurse's notes should be submitted at the end of your shift.

There are 2 options to submit your daily nurse's note/chart (review and choose from the **options in yellow below**). The default submission option for all nurses is paper charting. **The current online method of submitting narrative PDF nurse's notes, found on our website will be discontinued on March 13th, 2023.**

All nurses need to complete the Document Submission Policy Response form on our website by March 10th, 2023, selecting their preferred submission method. Failure to submit the policy response form by the deadline will result in your submission method being defaulted to paper charting.

| | Nurse's Note and Timesheet Submission Process | |
|-----------------------------------|--|--|
| Submission Method | Kantime Electronic Chart (E-Chart) | Paper Chart (P-Chart) and Kantime Submission |
| Nurse's Note Format | Electronic | Handwritten (Paper) |
| How to Submit your Nurse's Note | E-Chart must be submitted via Kantime to process payroll. | A legible Scan/Photo of nurse's note must be uploaded to Kantime to process payroll |
| Submission Original Documentation | Not Applicable (The E-Chart is the original document) | Original nurse's notes must be submitted to the office monthly. |
| Quality Assurance Review | All chart submissions will be reviewed and may be sent back for correction if necessary. Corrections are due 14 days from date of service. | All chart submissions will be reviewed and may be sent back for correction if necessary. Corrections are due 14 days from date of service. |
| Timesheet Submission | Must Submit Electronic Timesheet Via ANCS website | Must Submit Electronic Timesheet Via ANCS website |
| Payroll Submission Deadline | Submission Deadline: Pay week Monday @ 11:59PM | Submission Deadline: Pay week Monday @ 11:59PM |
| How you will be paid | Direct Deposit or Paper Check (Nurse's Choice) | Direct Deposit or Paper Check (Nurse's Choice) |
| Video Tutorials | Video instructions on the 2 submission methods are available on our website. https://automaticnursingcare.com/submit-documents | |

MAR/TAR and Logs:

MAR/TAR and logs will remain on paper. **They are to be initialed and filled out daily as medication and treatments are administered.** You are required to sign off on any medication administered by the parent or self-administered at the beginning and end of your shift.

Late Timesheet and Chart Submission Policy



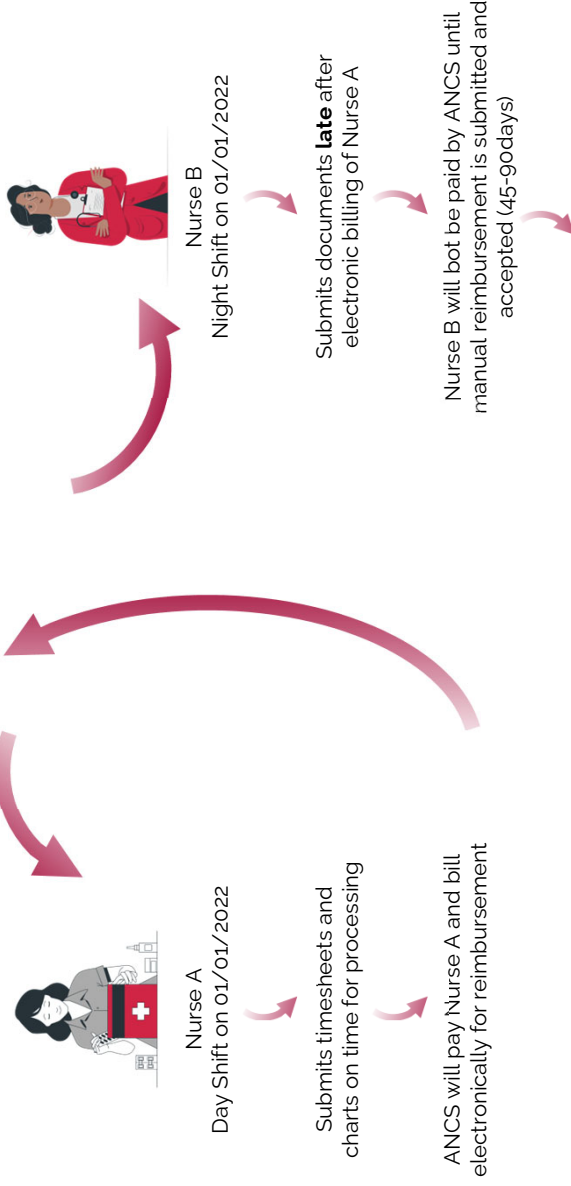
POLICY

Timesheets and charts must be submitted on time to ensure payroll processing and prompt payment. Timesheets are due Monday of pay week.

Failure to submit timesheets and charts on time may result in a delay of payment (45-90 days), partial payment, or non-payment.

PAYCHEX®

Example



Nurse B assumes the risk that insurance may deny manual reimbursement resulting in Nurse B not being paid for hours worked.

