

**Electronic Time Sheet Procedures**

With this electronic time sheet system you will know at all times how many hours your clients have and what services they receive. Please follow the simple instructions:

Once you are set up as a provider you will receive an email from ACCENT with your login information and to set up your confidential password on DDDclaims.com. Please guard your employee number/password so that no other person is familiar with it. You will also be emailed a video reviewing how to input your time card information.

\*It is company policy that every day after work you input your hours. This will assure that the hours are available and reserved for you. This can easily be done from your smart phone or computer.

\*Print the time sheet at end of the time period and then have the parent initial after each day you worked. Also, both you and the parent will sign at the bottom of the page. The time card must have all the hours you worked for the time period.

\*For the last day of the time period, if you know you will not be seeing the parent again on the following day, then write in the hours for the last day on the time card and have the parent sign and initial the time card. And make sure you sign the bottom of the time card as well.

Be sure to let the parents know that they can also access DDDClaims.com and see all the hours that have been worked for their child. They just need to ask me to send them a password link.

\*Mail the **time sheet** to ACCENT on Family by the 16th and 1st of every month. Keep a copy of the time sheet for your records. **Mail** the habilitation data summaries and attendant care summaries to ACCENT as usual and send it to the support coordinator at the end month.

There are sure to be questions as you get accustom to the procedure. Please feel free to call me with any questions. I will be happy to go over the process with you.

\*If you find that you cannot login, please call me to make sure I have set up your information. It just takes me a second to do it and then you can go in and get started.

Thank you!