

TIMESHEET & SERVICE BILLING AGREEMENT

As a valued team member of **Prime Choice Home Care**, you are expected to adhere to the following guidelines related to submitting work hours and billing for services:

1. Client Hospitalization

If a client is admitted to a hospital, you may not record or submit work hours for any dates the client remains hospitalized, regardless of whether you are present at the hospital. Medical facilities bill for all care provided during admission, and duplicate billing by a home care provider is not permitted under any circumstances.

2. Client Absence or Travel

When a client is on vacation or otherwise away from home without your services being provided in person, you are not allowed to submit timesheets for those days. Submitting hours not actually worked during a client's absence will be treated as a serious violation of billing standards.

3. Direct Service Requirement

All billed hours must reflect direct, in-person services delivered to the client, either at their home or in the community, according to their approved care plan. Unless specific written authorization for remote services is provided under an eligible program, submitting hours for services not performed in person is prohibited.

Falsifying timesheets or submitting inaccurate information about services not rendered is considered a breach of company policy and state program requirements. Violations may lead to immediate disciplinary action, up to and including termination.

You are required to inform the office immediately if a client is unavailable for scheduled services for any reason.

By signing this agreement, you acknowledge that you have read, understand, and agree to comply with the above conditions for timesheet submission and service billing.

Name	Signature	Title	Date
		Staff	