

The Aide Schedule allows you to track and create scheduled aide visits. If you use the Aide Plan then the visits should already be placed in the schedule for you. You can use the Aide Schedule screen to move the visits to different dates and time. If you do not use the Aide Plan to schedule visits then you can enter the visits in this screen.

1. From the **Main Menu** in **Barnestorm Office** click on **Aide Activity > Aide Schedule**.
2. Each tab within Aide Schedule will have the same header, which includes:
  - o Left/right arrows to move from week-to-week or month-to-month.
  - o Print Schedule button to print the schedule in the current view that you have selected.
  - o A place to select what you want to view. Employee Calendar will show the visits for the employee you select. Patient Calendar will show the visits for the patient you select.

3. There are six tabs in the Aide Schedule:

**Schedule** –This screen allows you to enter aide visits and view them day by day.

Schedule for SUPPLIES, DROP SHIP from 6/8/2009 thru 6/15/2009

Next Week										
Date	Chart#	Patient Name	Pr	Pay	Job	Vst	Time In	Time Out	Hours	
06/15/2009	999991	CRUNCH, CAPTAIN	02	999	051	999	8:00a	8:30a	0.50	
06/15/2009	999993	LAND, ASH	02	999	051	999	8:00a	8:30a	0.50	
Friday										
Date	Chart#	Patient Name	Pr	Pay	Job	Vst	Time In	Time Out	Hours	
06/12/2009	999991	CRUNCH, CAPTAIN	02	999	051	999	9:00a	9:00a	0.00	
06/12/2009	999993	LAND, ASH	02	999	051	999	1:30p	2:30p	1.00	
Thursday										
Date	Chart#	Patient Name	Pr	Pay	Job	Vst	Time In	Time Out	Hours	
06/11/2009	999992	ADE, GATOR	02	999	051		10:30a	11:00a	0.00	
06/11/2009	999993	LAND, ASH	02	999	051	999	8:00a	8:30a	0.50	
Today										
Date	Chart#	Patient Name	Pr	Pay	Job	Vst	Time In	Time Out	Hours	
06/10/2009	999992	ADE, GATOR	02	999	051		10:30a	11:00a	0.00	
06/10/2009	999991	CRUNCH, CAPTAIN	02	999	051	999	9:00a	10:00a	0.00	

### Add Appointment - Patient Related

- Click on the Add Appointment button to open the schedule screen.
- Enter the visit information that is needed.
- **Set Reminder** will send a message to you within a certain amount of time before the visit to remind you.
- **Recurrence** makes the visit recur on the days you select. You can select an end date or specific number of recurrence. **\*Note:** there will be a conflict with the schedule if you use this feature and the Copy Schedule to next week feature.
- Click on **Save** when complete.

### Add Appointment – Non-Patient Related

- Enter the Employee number or part of their last name.
- Enter a Subject name. This will show up on the schedule.
- Set the reminder and recurrence as needed.
- Click **Save** when complete.

### Copy Schedule to Next Week

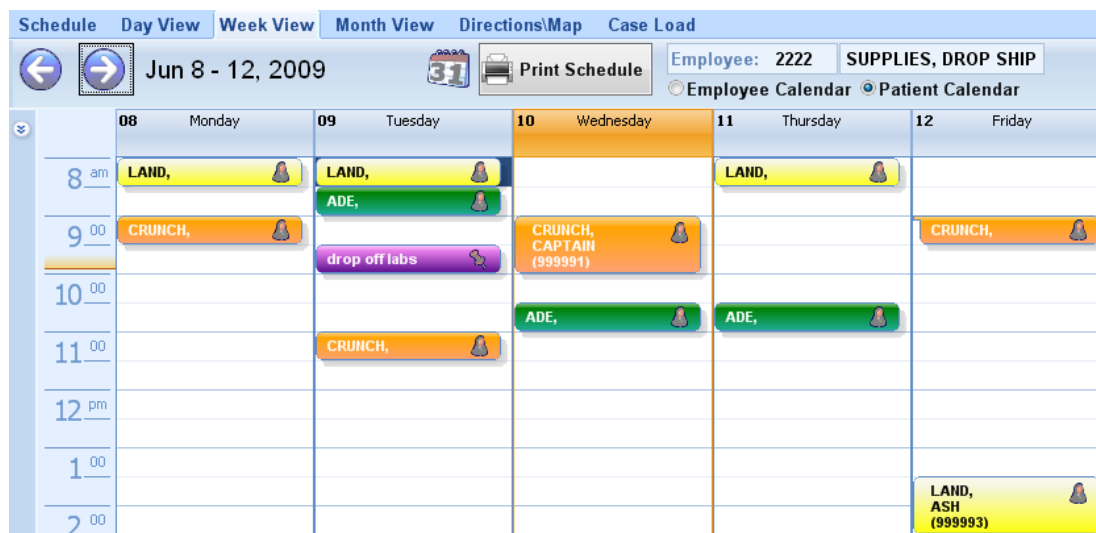
- When you click on the Copy Schedule button you have an option copy all schedules or just the selected employee.
- Click on **Copy Schedules to Next Week** button.
- A message will appear letting you know the number of visits for the selected week and the number of visits for the next week.
- Click on **Yes** to copy visits over or No to cancel.

### Remove Multiple Items

- If you need to delete multiple visits use this feature.
- Select an employee and patient to delete.
- If you check **Everything after one date** then you can select a date to delete all visits after that date for that employee/patient.
- Leaving the **Everything after one date** unchecked will allow you to enter a date range to delete.
- Click on the **Remove Items** button.
- A message will appear telling you how many visits will be deleted.
- Click on Yes to delete or No to cancel.

### Day/Week/Month View – Different ways to view your scheduled visits.

- You can click and drag visits to a different date or time.
- Double click on the visit to view the visit information. You can change the date and time in here as well.



**Directions/Map** - Maps out your travel from each patients home.

- From one of the view screens, select a visit from the day that you want a travel map.
- Click on the Directions/Map tab.
- A running list of your patients will appear at the top, each labeled with A, B, C, etc. The directions will follow with the associated label.


**Case Load** – Shows a graph of all the aides for the selected week and the number of visits they have scheduled for each day.

- You can view the schedule by employee or by patient.
- Each patient that has scheduled will have a different color.

**Schedule Settings** – Gives you control on how you want to view the schedule screens.

- Click on the double arrows that point down to open the Schedule Settings.
- You have several different options to choose from.
- After you make your changes click on the Save icon (looks like a disk).
- Click on the double arrows that point up to close the Schedule Settings screen.

**Calendar Styles**

Show work week 

Show full Week

Time Slot Interval:  
ThirtyMinutes

First Day of Week:  
Sunday

Default Start Time  
8:00 AM

Print in color

Print Notes

**Schedule Editing**

Use AM/PM

Use Military

Reminder Time (min)  
15

**Grid Settings**

Show Comments

Allow grid filtering

From: 06/07/2009

Thru: 06/14/2009

Settings

← Prev Week Next Week →