02.01 Overlapping Time Report

Location: Employees > 02.01 Overlapping Time

Overview

- Searches for overlapping visit or non-visit time.
- Can run by employee or by patient, depending on selected options.
- Useful for identifying duplicate visits and inaccurate time entry.

How to Run

- **From / Thru:** Select the date range of the visit or non-visit time.
- **Program(s) / Employee(s):** Enter specific codes to filter, or leave blank for all.
- **Employee(s) to Exclude:** Enter any four-digit employee numbers you do NOT want included. Leave blank for all.
- **Exclude Contract Employees:** Check to leave out contractors.
  - Contractors have ** in the first two digits of their Vendor Number under *Codes > Other Basic Codes > Employee*.
- **Use Assessments Only:** Compares only assessments entered in Point of Care or EVV Visits.
  - Does not include visit charges entered in Office under *Employee Activity > Visit Entry*.
- **Use Charges Only:** Compares only visit entry charges keyed in Office (*Employee Activity > Visit*

Entry).
- **Use Assessments and Charges:** Compares both—assessment entries (POC / EVV Visits) and visit charges (Office).
- **Check for Overlapping Visits per Patient:** Runs the report by patient instead of by employee. Best for spotting duplicated or overlapping patient visits.
- **EVV Payers only (Sandata/HHAeXchange)**: Important to help avoid delayed payments.

How to Read

- **Actual Times:** Shows the full date and time recorded for each entry, including scheduled times.
- **AMins / SMins:** Total minutes for the **A**ssessment and **S**chedule.
- **Payer:** Shows the payer for the sisit or shows the non-visit description.

Reviewing Results

- Focus on grouped visits and the **actual time columns**. Any overlap indicates a conflict.
- When overlaps appear, review each assessment and/or visit entry to correct the times.
  - Review payer guidelines if visit has already been verified or paid.
- Overlapping visits may delay payment or cause denials. HHAeXchange will reject the second overlapping visit.

Tip: Running the report by patient (instead of employee) is best when searching for duplicate visits.

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Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50816.aspx