EVV — Handle Split Visits

When an aide leaves during a visit and returns later, each portion must be recorded as a separate visit. A second scheduled visit is also required when a visit crosses into the next date for an HHAeXchange payer.

Watch: Add a Scheduled EVV Visit

Steps to Add the Second Visit

- From **EVV Visits**, select today's date if the visit is happening today.
- Click the existing visit for that patient.
- At the top, click **Schedule**.
- Update fields as needed: **Employee**, **Payer and Job Code**, **Date and Time**.
- If there are multiple **Aide Plans**, select the correct employee number/dates and click **Reload Tasks**.
- Click **Check All** to select all tasks, or check only those needed.
- Click **Add Schedule** at the bottom right.

Tips

- Confirm times are accurate before adding the second visit.
- If the split is due to an aide leaving early and not returning, record it as a deviation instead.
- Always document in visit **Comments** why the visit was split.

☐☐ Need help? Contact Barnestorm Support