

AuthentiCare Directions

Technology Assisted Waiver

Worker Name: _____ Worker ID: _____

Clock-In Directions

1. Dial **1-800-903-4676** from an authorized phone.
2. Enter your worker ID number followed by the pound (#) sign when prompted: _____#.
3. **Press 1** for Clock-in
4. You will then hear the name of the client you are there to serve. **If it is correct, press 1.**
 - *If KS AuthentiCare does not recognize the phone number you are calling from, you will be asked to enter the client's ID number (Medicaid number) followed by the pound (#) sign.*
5. You will hear a list of services available for the client and be asked to choose the one you are there to perform by pressing the appropriate number on the phone keypad:

Code	Service
1	Self-Directed PCS

6. KS AuthentiCare will then repeat back your name, the individual's name, and the service to be provided. **If this is all correct, press 1. If the information is not correct, press 2.** You will be able to correct the information before you finish the call.
7. If the information is correct, you will be told that the check-in was successful at (states the time). **At this point, you will be instructed to press 2 to end the call.**

Clock-Out Directions

1. Dial **1-800-903-4676** from an authorized phone.
2. Enter your worker ID number followed by the pound (#) sign when prompted: _____#.
3. **Press 2** for Clock-out
 - *If you failed to check in, the system will read the individual's name back to you or, if it does not recognize the number you're calling from, you'll be asked to enter the client's ID number, followed by the # sign. You will also be asked to select a service (refer to table above).*
4. If you provided PCS services, you'll be prompted to enter activity codes, one at a time, each followed by the # sign. **Once you have entered all the activity codes, press 8 to continue to the next step.**
5. KS AuthentiCare will repeat back your name, the agency's name (Life Patterns, Inc.) the individual's name, and the service you provided. **If this is all correct, press 1. If not, press 2** and you will be able to correct the information before you finish the call.
6. If the information was correct, you will be told that you have successfully filed your claims and the time. **Press 2 to end your call.**

See back for Activity Code List!

****If you miss a clock in or out time, your Employer will need to submit a correction within 48 hours!****

AuthentiCare Directions

Activity Code List

TA Waiver

Activity	Includes	Activity Code
Lifting	Lifting/Body Mechanics/Transfer/Position	41
Personal Care	Dressing/Bathing/Hair/Oral/Skin/Nail	42
Nutrition	Diet/Nutrition Prep/Clean-up	43
Toileting	Toileting/Diapering/Personal Adjustment	44
Housekeeping	Housekeeping/Nursing	45
Ambulation	Ambulation Technique Assistance	46
Medication	Medication Administration	47
Oxygen	Oxygen Administration	48
CPR/First Aid	(Same)	49
Emergency	Emergency Procedures	50
Tracheotomy Care	(Same)	51
Seizure Control	(Same)	52
Infection Control	(Same)	53
Suction	Suction Machine Use	54
Glucometer	Glucometer Use (blood sugar monitoring)	55
Vital Signs	Vital Sign Monitoring (Temp, BP, Pulse Ox, Resp.)	56
NG	NG/GT/NJ Feeding and Care	57
Catheter	Catheter Care/Recording input & output	58
Enema	Enema/Suppository Insertion	59
Range of Motion	Range of Motion Exercises	60
Documentation	Documentation/Record Keeping	61
Recreation	Recreation/Socialization	62
Transportation	(Same)	63
Hearing	Hearing Impaired Assistance	64
Visual	Visually Impaired Assistance	65
Communication	Communication Technique Assistance	66
Behavior Modification	Behavior Modification Technique Assistance	67
Other	(Same)	68
