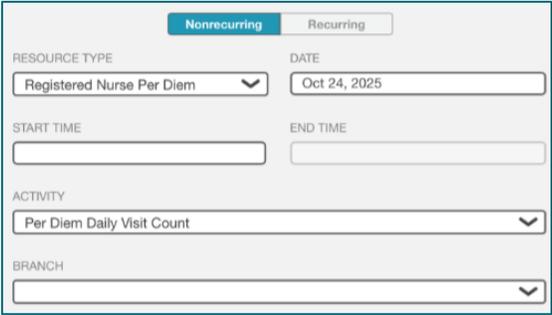


Per Diem count is recorded by staff who are paid by the visit.

Adding Per Diem Visit Count activities to Calendar

- STEP 1:** Open your Calendar.
- STEP 2:** Tap **+ Add** in the lower right corner.
- STEP 3:** Tap **Activity**.
- STEP 4:** Date automatically populates to today so update if necessary.
- STEP 5:** Leave Start and End time blank.
- STEP 6:** Tap the drop down box under Activity. Choose based on type of visits you are scheduled to do.
- **Per Diem Daily Visit Count**
 - **Per Diem Admit**
 - **Per Diem Recert/ROC/SecEval**
- STEP 7:** If scheduled to do different visit types, add another Activity for additional visits types.



Time Entry

- STEP 1:** On Time Entry, tap the **Per Diem Activity** in the left column.
- STEP 2:** In the **Duration** box, enter the number of visits your performed using hours.
- If more than one type of visit is performed, enter the number for each activity.
- STEP 3:** Navigate to Today screen to sync activities.

