Recording the Per Diem visit count is a two-step process on the tablet.

Documenting Per Diem Visit Count

STEP 1: From the **Calendar** tap **+ Add** in the lower right corner.

STEP 2: Tap **Activity**.

STEP 3: If **Resource Type** does not auto populate, tap the dropdown arrow to select the appropriate resource type.

STEP 4: **Date** automatically populates to today, update as necessary.

STEP 5: Leave **Start Time** and **End Time** blank.

STEP 6: Tap **Activity** and select **Per Diem Daily Visit Count**.

- If an Admission, Resumption of Care and/or Recertification was performed, select **Per Diem Admit/ROC/Recert Count**.

STEP 7: Tap **Done**.
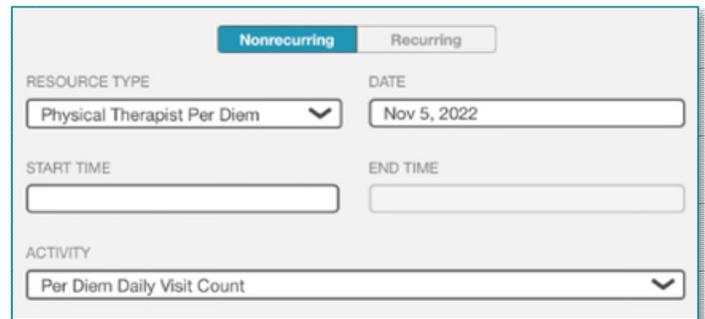
Time Entry

STEP 1: From **Time Entry**, tap the **Per Diem Activity** entered on the **Calend**ar in the left column.

STEP 2: Under **Duration**, enter the **number of visits performed** for the day.

- If 3 Routine visits were performed, enter **3** under **Duration**.
- The screen no longer has editable fields, indicating that the information has been synced to Host.

STEP 3: Navigate to **Today** to sync activities.