

# WHITE GLOVE COMMUNITY CARE



## Guide to Clocking In/Out Using the Patient's Phone

### \*Clock in\*

1. Dial 844-871-0172
2. Press **(1)** to clock in
3. Enter assignment ID  
**If entered correctly, press (1)**  
**If entered incorrectly, press (0)**

Once completed, the system will say "Successfully registered, goodbye"

### \*Clock out\*

1. Dial 844-871-0172
2. Press **(2)** to clock out
3. Enter assignment ID  
**If entered correctly, press (1)**  
**If entered incorrectly, press (0)**
4. Enter Duty ID (Tasks)  
**Press (#) after each duty ID**
5. Dial (000#) to end and register the call

<u>Duty Code</u>	<u>Category</u>	<u>Duty Name</u>
10#	Personal Care	Tub Bath
11#	Personal Care	Shower
12#	Personal Care	Bed Bath
13#	Personal Care	Mouth Care
14#	Personal Care	Denture Care

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15#	Personal Care	Hair Care- Comb
16#	Personal Care	Hair Care- Shampoo
17#	Personal Care	Grooming- Shave
18#	Personal Care	Grooming- Nail Care
19#	Personal Care	Grooming- Dressing
20#	Personal Care	Grooming- Skin Care
21#	Personal Care	Grooming- Foot Care
22#	Personal Care	Toileting- Change Diaper
23#	Personal Care	Toileting- Commode
24#	Personal Care	Toileting Care- Commode
25#	Personal Care	Toileting- Urinal
26#	Personal Care	Toileting- Toilet
27#	Nutrition	Diet regular/ Prescribed
28#	Nutrition	Prepare Breakfast
29#	Nutrition	Prepare Lunch
30#	Nutrition	Prepare Dinner
31#	Nutrition	Prepare Snack
32#	Nutrition	Assist with Feeding
33#	Patient Support Activity	Assist with Transfer
34#	Patient Support Activity	Hoyer Lift
35#	Patient Support Activity	Assist with Walking
36#	Patient Support Activity	Cane
37#	Patient Support Activity	Walker
38#	Patient Support Activity	Wheelchair
39#	Patient Support Activity	Crutches
40#	Patient Support Activity	Assist with Home Exercise
41#	Patient Support Activity	ROM Therapist Exercise Program
42#	Patient Support Activity	Turn and Position (at least Q2)
43#	Treatment/Special Needs	Oral Temperature
44#	Treatment/Special Needs	Rectal Temperature
45#	Treatment/Special Needs	Axillary Temperature
46#	Treatment/Special Needs	Pulse

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47#	Treatment/Special Needs	Blood Pressure
48#	Treatment/Special Needs	Weight
49#	Treatment/Special Needs	Record BM
50#	Treatment/Special Needs	Assist with Catheter Care
51#	Treatment/Special Needs	Empty Foley Bag
52#	Treatment/Special Needs	Ostomy Care
53#	Treatment/Special Needs	Medications- Assist/Remind
54#	Treatment/Special Needs	Assist with Treatment
55#	Patient Support Activites	Change Bed Linens
56#	Patient Support Activites	Laundry
57#	Patient Support Activites	Clean Dining/ Living area/ Bedroom
58#	Patient Support Activites	Clean Kitchen
59#	Patient Support Activites	Clean Bathroom
60#	Patient Support Activites	Clean Patient Equipment
61#	Patient Support Activites	Grocery Shopping
62#	Patient Support Activites	Errands
63#	Patient Support Activites	Accompany to Doctor
64#	Activities	Socialization and Conervation (Reading/Talking)
65#	Activities	Monitoring Safety
66#	Treatment/Special Needs	Respiration

**\*\*Have the duty codes completed during your visit  
ready BEFORE clocking out to ensure all tasks are  
registered\*\***