

MatrixCare Telephony Clock In/Clock Out

Clock in

1. English – (866) 414-7497
Spanish – (866) 483-8395
2. Enter Soneto ID then hit# key
3. Hit 1 for arrival
4. **Wait for "thank you, goodbye" and for the line to end.**

Clock out

5. English – (866) 414-7497
Spanish – (866) 483-8395
6. Enter Soneto ID then hit# key
7. Hit 2 for departure
8. Hit 1 for tasks
9. Enter the code number then the# key
10. Hit 1 to enter more tasks
11. Repeat step 5 and 6 until all tasks are marked that are completed
12. Hit 2 to complete call
13. **Wait for "thank you, goodbye" and the line to end.**

*If you do not hear "thank you, goodbye" and let the line end, the call

will not submit properly.

***You must call from your client's home phone or cell phone.**

MATRIXCARE TELEPHONY PHONE#

English – (866) 414-7497
Spanish – (866) 483-8395

TELEPHONY ID: _____

MATRIXCARE MOBILE URL

<https://app.soneto.net/1Indiana Homecare>

USERNAME: _____

PASSWORD: _____

SIGNATURE PIN: _ _ _ _ _

TELEPHONY TASK ID #'S

| BATHING | |
|---|----|
| Tub/Shower | 1 |
| Bed Bath | 2 |
| Partial Bath | 3 |
| Shower Assist (ATTC ONLY) | 4 |
| Sink Bath | 45 |
| HYGIENE & GROOMING | |
| Assist with Dressing | 5 |
| Hair Care/Shampoo | 6 |
| Skin Care | 7 |
| Foot Care | 8 |
| Check Pressure Areas | 9 |
| Nail Care | 10 |
| Oral Care | 11 |
| Other | 12 |
| Assist with Elimination (Toileting) | 13 |
| PROCEDURES | |
| Catheter Care/Ostomy | 14 |
| Monitor Intake/Output | 15 |
| Medication Reminder | 16 |
| Other | 17 |
| ACTIVITY | |
| Assist with Ambulation (WC/Walker/Cane) | 18 |
| Mobility Assist (w/transfers) | 19 |
| Mobility Assist (w/transfers) *HOYER* | 20 |
| ROM -Active | 21 |
| Positioning | 22 |
| Exercise | 23 |
| Other | 24 |
| NUTRITION | |
| Meal Preparation | 25 |
| Assist with Feeding | 26 |
| Limit/Encourage Fluids | 27 |
| Other | 28 |
| OTHER | |
| Equipment Care | 38 |
| Transportation Needs (W/ CLIENT) | 39 |
| Shopping (CG ONLY) | 40 |
| Unusual Findings | 44 |

| HOUSEHOLD SERVICES | |
|--|----|
| Laundry | 29 |
| Light Housekeeping (HHA) | 30 |
| Dust | 31 |
| Clean Kitchen after use | 32 |
| Clean Bathroom after use | 33 |
| Vacuum/Sweep/Mop | 34 |
| Change Bed Linens | 35 |
| Clean Living Areas | 36 |
| Other (Trash, Windows, Walkways, etc.) | 37 |
| PRECAUTIONS | |
| Observed Standard Precautions | 46 |
| Observed Contact Precautions | 47 |
| Observed Droplet Precautions | 48 |
| Observed Airborne Precautions | 49 |
| Diabetic Precaution | 63 |
| Seizure Precaution | 64 |
| Respiratory Precaution | 65 |
| Bleeding Precaution | 66 |
| Falls Precaution | 67 |
| Oxygen Precaution | 68 |
| Other Precaution | 69 |
| Code Status | 70 |
| COVID screening | 71 |
| Patient Specific Task | 93 |
| Skin Precaution | 94 |
| RESPITE | |
| RESPITE Reason | 41 |
| RESPITE Location Provided | 42 |
| RESPITE Type | 43 |
| PAC | |
| Assistance with Personal Care | 50 |
| Assistance with Meals | 51 |
| Assistance with Shopping | 52 |
| Assistance with Errands | 53 |
| Assistance with Correspondence or Bill Pay | 54 |
| Assistance with Scheduling Appointments | 55 |
| Assistance with Chores | 56 |
| Assistance with Leisure Activities | 57 |
| Assistance with Mobility | 58 |
| Escorting to Community Activities | 59 |
| Supervision and Monitoring | 60 |