VISIONQWEST – TIMESHEET

FAX: 818.547.0449 PHONE: 818.547.0497

VisionQwest Healthcare, 500 N Central, Suite 740, Glendale CA 91203

Name of Caregiver (Please Print)	Name of Clients (Please Print)

DATES	DAYS	TIME IN	TIME OUT	TIME IN	TIME OUT	EVENING TIME IN	EVENING TIME OUT	TOTAL DAILY HOURS	CLIENT'S SIGNATURE *REQUIRED EACH DAY*	CAREGIVER SIGNATURE REQUIRED EACH DAY
	SUN									
	MON									
	TUES									
	WED									
	THURS									
	FRI									
	SAT									

TOTAL WEEKLY APPROVED HOURS: HRS_____MIN_____

HOUSE KEEPING	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
VACUMING							
DUSTING							
SWEEP							
WET MOP							
DISHES							
KITCHEN / REFRIG							
LAUNDRY							
MAKE BED / CHANGE LINEN							
TIDY WORK ARES / TRASH							
CLEAN ATHROOM							
BEDROOM							
CLEAR PATHWAYS							
GROCERY SHOPPING							
PRESRIPTION P/U							
ERRANDS	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
GROCERY SHOPPING							
PRESCRIPTION PICKUP							
APPOINTMENT ACCOMP							
TRANSFERS / MOBILITY	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
TRANSFER CHAIR / COMMODE							
TRANSFER FROM THE CHAIR							
TRANSFER FROM THE BED							
TURN AND POSITION							
HOVER LIFT							

PERSONAL CARE	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
ASSIST W/BATH/TUB/SHOWER							
HAIR CARE / SHAMPOO							
NAIL CARE							
FOOT CARE							
SKIN / BACK CARE							
SHAVE							
ORAL HYGIENE							
ASSIST W/DRESSING							
DIET ORDER	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
MEAL PREPARATION							
NUTRITION							
ASSIST WITH FEEDING							
ENCOURAGE / LIMIT FLUIDS							
RECORD INTAKES							
ELIMINATION / TOILETING	**S**	**M**	**T**	**W**	**TH**	**F**	**S**
BEDSIDE COMMODE							
BED PAN / URINAL							
CATHETER BAG							
RECORD INPUT							
INCONTINENCE CARE							
EMPTY COLOSTOMY BAG							
BOWEL MOVEMENT							
ACTIVITY	S	M	T	W	TH	F	S
AMBULATION ASSIST/WALKER/CANE							
RECREATIONAL							

ADDITIONAL COMMENTS:

IMPORTANT INFORMATION FOR CAREGIVERS: By signing this form, you certify that this form is true and accurate

Caregiver's Signature: _____Date:_____

Timesheet must be turned into the office by Noon on Mondays. Payroll is bi-weekly