

# PERSONAL CARE ASSISTANT VISIT RECORD

Client Name: \_\_\_\_\_ Week Ending Date: \_\_\_\_\_

Aide Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enter date and time in and time out (to include AM or PM) and assure that client signs on each day worked.

Date of Service	Day of Week	Time IN	Time OUT	Time IN	Time OUT	CLIENTS MUST SIGN TIMESHEETS DAILY.
	Sunday					Client Signature: _____
	Monday					Client Signature: _____
	Tuesday					Client Signature: _____
	Wednesday					Client Signature: _____
	Thursday					Client Signature: _____
	Friday					Client Signature: _____
	Saturday					Client Signature: _____

On each assigned day, place activity code completed. If activity was not performed as per the Care Plan, document the reason in the "comments" section and note name of clinician notified. The Visit Record (timesheet) must be **fully completed** for each assigned day.

**TOTAL HOURS WORKED:**  
\_\_\_\_\_

Assignment (MUST HAVE 10 OR MORE TASKS)	SUN	MON	TUE	WED	THU	FRI	SAT	Comments
01 Bathing/personal care/grooming								
02 Dressing/undressing								
03 Oral Care								
04 Toileting/bowel and bladder care								
05 Turning, positioning and transferring								
06 Assist with ambulation/mobility/transfer								
07 Monitor skin condition								
08 Skin care/observation								
09 Skin care/treatment								
10 Catheter care (exclude catheter insertion/ removal)								
11 Ostomy care								
12 Tracheotomy care								
13 Assist tube feeding								
14 Passive & Active Range of Motion Exercises								
15 Diet monitoring/meal preparation/education								
16 Feeding								
17 Medication reminding/cueing								
18 Laundry								
19 Light housework								
21 Outdoor work (i.e. water plants, fill bird feeder)								
22 Make bed								
23 Grocery shop								
24 Errands								
25 Personal business (bill paying, communication)								
26 Socialization								
27 Accompany to medical appointment								
28 Accompany to other location								
CLIENT / REPRESENTATIVE INITIALS								
NUMBER OF TASKS								