Accrecy

Help Center

How to Create and Submit an HHA Timesheet in Accrecy

Learn how to select the correct patient assignment, enter visit information, document HHA services, collect signatures, and submit a completed HHA timesheet in Accrecy.

Getting Started | Employment & Assignments | HHA Timesheets | Documents & Forms

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Overview

HHA Timesheets are used to document the services you provided to a patient during a home health aide visit.

Your timesheet should accurately reflect:

- The patient you served
- The date of service
- Your actual visit time
- The tasks and services performed
- Any relevant visit notes
- Required caregiver and client or representative signatures

Complete your timesheet carefully and only document services that actually occurred.

Step 1: Select the Correct Assignment

From your Accrecy dashboard, open the **Work** tab.

Under **My Assignments**, locate the patient you provided services to.

If you have more than one patient assignment, make sure you select the correct patient before creating the timesheet.

Each patient assignment has its own timesheet records, so it is important that you do not create a timesheet under the wrong patient.

Once you have selected the correct assignment, choose **Create Timesheet**.

Step 2: Review the Visit Information

The first section is **Visit Info**.

Accrecy displays information such as:

- Patient
- Caregiver
- Position
- Service Date

Review this information before continuing.

Make sure the correct patient and service date are displayed.

Step 3: Enter Your Time In

Enter the actual time you began providing services in the **Time In** field.

The time entered should reflect when the visit actually started.

Do not enter a scheduled time if it is different from the actual service time.

You may save the timesheet as a draft while the visit is still in progress.

Accrecy allows you to continue later and add the remaining information before submission.

Step 4: Continue to Tasks & Services

After completing the available Visit Information, select:

Continue to Tasks & Services

You can also select **Save Draft** if you are not ready to continue.

Saving a draft does not submit the timesheet to your provider.

Step 5: Review the HHA Tasks and Services

The **Tasks & Services** section contains the services that may apply to an HHA visit.

Task groups may include:

- Personal Care Tasks
- Toilet / Elimination Tasks
- Special Instructions
- Nutrition Tasks
- Mobility Tasks
- Precautions
- Support Service Tasks

Select the arrow next to a section to open it and review the individual tasks.

Step 6: Document Each Applicable Task

For each task that applies to the visit, select the correct status.

Accrecy may provide options such as:

Completed — You completed the task for the patient.

Refused — The patient refused the task or service.

Performed by self — The patient completed the task independently.

Use the option that accurately reflects what occurred during the visit.

You may also have an optional note field for additional information.

> Do not mark a task as completed if you did not actually perform it.

Step 7: Use Last Timesheet When Appropriate

If the patient's services are similar to the previous visit, Accrecy may display:

Same services as last visit?

You can select **Use Last Timesheet** to load task selections from the previous timesheet.

This can save time, but you must still review every loaded selection.

Do not assume that services were the same just because they were performed during the previous visit.

Change any task that does not accurately reflect the current visit.

Step 8: Continue to Notes & Signatures

Once you have reviewed and documented the applicable tasks, select:

Continue to Notes & Signatures

You may also choose **Save Draft** if the visit is not yet complete.

Step 9: Add General Visit Notes

The final section includes **Notes & Signatures**.

Use the **General Notes** field when there is relevant information about the visit that should be documented.

Examples may include:

- A change in the patient's condition
- A refused service

- An unusual event during the visit
- Information your provider should know

Keep notes clear, factual, and related to the care or services provided.

Step 10: Enter Your Time Out

Enter the actual time the visit ended in the **Time Out** field.

The time should reflect when you finished providing services.

Your Time In and Time Out should match the actual visit as closely as possible.

Step 11: Complete the HHA Signature

In the **HHA Signature** section, confirm your signed name and sign in the signature box.

The caregiver signature confirms the information documented on the timesheet.

Review the timesheet before signing.

Step 12: Obtain the Client or Representative Signature

The **Client / Representative Signature** should be completed at the end of the service.

Enter the name of the patient or representative who is signing, then have that person sign in the signature area.

The client or representative signature confirms completion of the documented visit.

Both signatures are required when submitting the completed timesheet.

Step 13: Review Before Submitting

Before submission, verify:

- Correct patient
- Correct service date

- Accurate Time In
- Accurate Time Out
- Tasks and services documented correctly
- Relevant notes entered
- HHA signature completed
- Client or representative name entered
- Client or representative signature completed

Take a moment to review the entire timesheet before submitting it.

Step 14: Submit the Timesheet

When the timesheet is complete, select:

Submit Timesheet

Once submitted, the timesheet is sent to your provider for review.

If you are not ready to submit, select **Save Draft** instead.

Draft vs. Submitted Timesheet

A **Draft** is still being worked on and has not been sent to the provider.

A **Submitted** timesheet has been completed and sent for provider review.

You may save drafts during the visit, but do not leave completed visits in draft status longer than necessary.

If Your Timesheet Is Returned

Your provider may return a timesheet if something needs to be corrected.

If this happens:

- Open the returned timesheet

- Review the requested correction
- Update the information
- Review the timesheet again
- Resubmit it

Do not create a second timesheet for the same visit just because the first one was returned for correction.

Accuracy Is Important

Your HHA timesheet is a service record.

Only document:

- Time actually worked
- Services actually performed
- Accurate patient responses
- Accurate signatures
- Factual visit information

Never document services that did not occur.

Need More Help?

If you need help creating, correcting, or submitting an HHA timesheet, visit **Contact Us** to view Accrecy support information or send a message to the team.
