AUTHENTICARE CALL IN/OUT NOTES

Customer signature: _____

DSW Signature: _____

DSW ID#: _____

ONLY THE CUSTOMER'S Current Registered Phone number is be used.

3 Minute Alert: You must call in/out within 3 minutes of your start stop time.

Date	Call In Time	Call Out time	Reason for not Calling

A- Timesheets must reflect actual hours worked = INCORRECT CALLIN/OUT TIMES WILL DELAY PAYMENT

B- Must have a reason why you did not call in = NO REASON WILL DELAY PAYMENT

C- Must have codes on timesheets = NO CODES WILL DELAY PAYMENT

D- Must have current phone number in our system = IF NOT REACHABLE THIS COULD DELAY PAYMENT

THIS SHEET IS ONLY FOR EXCEPTIONS AND REASONS FOR FAILING TO CALL IN/OUT