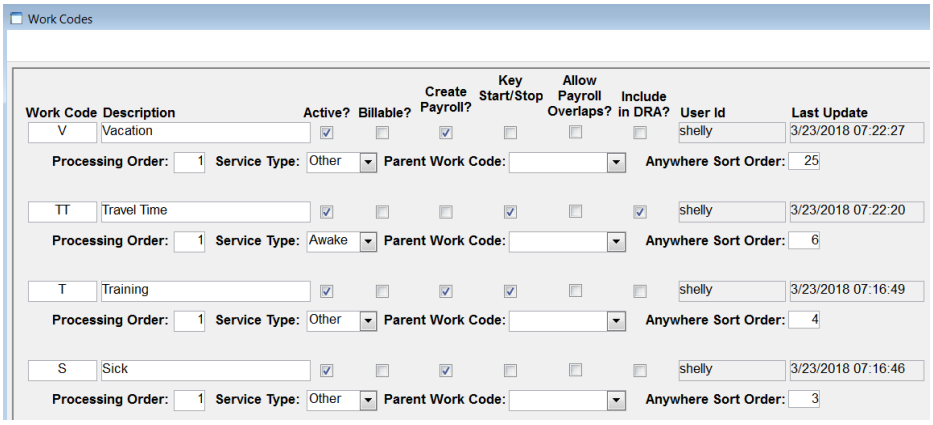
Single-Entry

Work Codes

Standard work codes need to be defined in Advisor that are simple for employee use. For example, ADL, and APC are 'awake' service codes. As a part of the single-entry set-up in Advisor, each of these service codes would be assigned the same work code, such as A – Awake Service. Advisor would then determine what service to bill based on the service authorization for that specific consumer. By using this coding system, employees need only be concerned with the applicable work code, such as awake, osoc, etc.

Single-Entry Guide – Work Codes Setup

- Go to the Single-Entry module and select the Work Codes window
- To add a work code, select 'Insert' on the toolbar. The user can add as many work codes as the user would like to track.
- Select Save on the toolbar after entering Work Codes or making changes.



**In the example above, there are several billable and non-billable work codes available. Processing order tells Advisor which work code to use for payroll purposes if more than one work code is used for the same time span for the same employee. Anywhere sort order is an option for Anywhere users that allows agencies to set the order that the work codes appear in the drop-down field on Anywhere Single-Entry time entry.

NOTE: If the user has a billable work code that would not be eligible for inclusion in the Billing MRC Hours Summary report, uncheck the 'Include in DRA' checkbox.

Example: On a particular day, from 10:00 p.m. to midnight, consumer *a* and *b* are awake but consumer *c* is asleep. Since the employee typically needs to be paid an awake rate of pay in this scenario, setting the processing order tells Advisor which code to pay when it sees more than one code for the same time span. In the window displayed above, A – Awake Services has a Processing Order of 1 and S – Sleep