

Instructions: How to Record Your Time Based on Volunteer Program and Activity

For every **Activity/Request** you fulfill, there is a corresponding service code grouped by the appropriate **Volunteer Program**. Select the service code listed next to the Volunteer Training you have completed.

Mercy Care Volunteer Programs

Health Care Companion = **HC**

Friendship Volunteer = **FV**

Parish Nurse = **PN**

Spiritual Care Companion = **SC**

Intake Specialist = **IS**

Below is an explanation of what codes to use if you have completed more than one training program, and how to record your time when fulfilling more than one activity/request in a single visit.

Health Care Companion: Use **only** if you have completed the Health Care Companion Training and are fulfilling **any** of the following activities/requests:

HC1 = Medical/Health Transportation

HC2 = Medical/Health Assistance (forms, portals, scheduling, referrals, etc.)

HC3 = Errands/Other (specify)

As a Health Care Companion, the HC codes take precedence. Use these first. If an activity/request fulfilled is not included here, THEN refer to the Friendship Volunteer codes for that corresponding activity/request.

Spiritual Care Companion: Use **only** if you have completed the Spiritual Care Companion Training and are fulfilling **any** of the following activities/requests:

SC1 = Spiritual Support (in person)

SC3 = Outings (non-medical transportation)

SC2 = Spiritual Support (phone call)

SC4 = Other (Specify)

As a Spiritual Care Companion, the SC codes take precedence. Use these first. If the activity/request fulfilled is not included here, THEN refer to the Friendship Volunteer codes for that corresponding activity/request.

Friendship Volunteer Codes: Use these codes as a Friendship Volunteer fulfilling any of the following activities/requests:

FV1 = Friendly Visit

FV6 = Outing (non-medical transportation)

FV3 = Errands (non-medical transportation)

FV7 = Medical Transportation

FV4 = Spiritual Support

FV9 = Other (specify)

FV5 = Phone Call

FV10 = Tech Assistance

Intake Specialist Code: Only used by trained Intake Specialists when completing an Intake Interview.

IS2 = Intake Interview

Parish Nurse Codes: Used only by trained Faith Community/Parish Nurses:

PN1 = Spiritual Care / Prayer

PN7 = Medical Transportation

PN2 = Listening / Emotional Support

PN8 = Errands (non-medical transportation)

PN3 = Health Ed / Nutrition / Safety / Meds / Fitness / Other

Note: When an assignment includes more than one activity/request, split the time accordingly so that we may best capture time spent on all activities/requests fulfilled.

Any Timesheet Questions? Contact:

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