


## EVV CORRECTION FORM PDF EDITABLE

- 1) Check to see if you have a PDF reader/writable app already on her phone.
- 2) If you do not – go to your App Store / Play Store to download app: ADOBE ACROBAT



This symbol is Red.

- 3) Complete the download – Open.
- 4) Ensure to have already Save the Document (EVV Correction Form-PDF) on your phone.
- 5) Open the EVV Formed save (This form works best when it is the Editable form vs Final edition.
- 6) Place your finger on the screen – Caregiver Last, First Name; you will be able to type in the box.
- 7) Place your finger on the screen – Client Last, First Name; you will be able to type in the box.
- 8) Date format (Ex: 1/1/22); Time in format (Ex; 9AM) Date; Time out has the same abilities to just type in the correct information.
- 9) When it comes to the Client and Caregiver Signatures: Place your finger on the screen; there will be a dropdown box, select – Signature or if the “Pen” symbol is at the lower right hand corner, press it. ou can set up signatures for ongoing document completion.
- 10) To complete the Task List portion: press down on the “”; a check mark will appear / or strikethrough mark.
- 11) Once you have completed the form – you are ready to forward to [timesheet@ameribest.org](mailto:timesheet@ameribest.org)
- 12) On the Upper Right Hand of the Screen you will see a side ways (<); Press this sign; It will then open to enter and email address – [timesheet@ameribest.org](mailto:timesheet@ameribest.org). The SEND button will become active (no longer grayed out). Hit send!!
- 13) Congratulations – You have successfully submitted hours!!

**REMEMBER – THIS FORM is not a substitute for not clocking in and clocking out.** You will be instructed when TO SUBMIT this form only when you informing AmberiBest to a phone issue.