



HCA's Obligation to Report Critical Incidents & Prevent Fraudulent Punches

I acknowledge that, it is my responsibility as a Home Care Aide to report Critical Incidents to my Supervisor and the office via text message, call, or leave a voicemail stating the condition of my Client.

I am also acknowledged that, I am not allowed to punch in or out for a client if the client is Out of Town, in the Hospital, on Vacation, or does not want me to come to his or her residence. In the event, I ignore or disregard these rules, and the State of Illinois find out and inform the Agency, this will result to disciplinary action.

When Client is not at home and Caregiver punches in and out, it is a FRAUD. If agency has billed according to the punches of Caregiver, and later asked by State or Insurance Companies to return the money due these violations, Agency (Elderly Muslim Care Action Network, Inc) has the right to recover the paid wages from the Caregiver by deducting from future paychecks.

If this discovery and finding occurs after the term of Caregiver's employment with EMCAN/Agency, any excess pay to the HCA shall be recovered with use of Collection Agencies and will affect Caregivers' credit.

By reading and signing the above statement, I acknowledge being informed about my obligation to report Critical Incidents, and shall not Punch In and Out when my Client is on Vacation, hospitalized, or refuses to be served.

Signature _____

Date _____