



Timesheet Instructions Arizona Mercy Care

Timesheets must be filled out completely and correctly, and all entries made within the lines or inside the boxes. If the letters or numbers are not within the boxes or are not readable, the timesheet will not be able to be processed and will not be paid. If items are missing, the timesheet will be returned.

Make sure the following items are correct and legible on the timesheet:

1. Employee Name (LAST NAME, FIRST NAME)
2. Employee ID (identification number)
3. Member Name (LAST NAME, FIRST NAME)
4. Member ID (identification number)
5. Employee signature
6. Employer signature
7. Dates next to the signatures
8. Service Date (date the employee worked)
9. Time the employee began working with AM or PM filled in (noon = 12PM; midnight = 12AM)
10. Time the employee finished working with AM or PM filled in (noon = 12PM; midnight = 12AM)
11. Service is one of the following approved letter codes:
 - ACN** – Attendant Care Non Family Member
 - ACF** – Attendant Care Family Member not residing in Member's home
 - ACR** – Attendant Care Family Member residing in Member's home
 - SCN** – Skilled Attendant Care Non Family Member
 - SCF** – Attendant Care Family Member not residing in Member's home
 - SCR** – Skilled Attendant Care Family Member residing in Member's home
 - SIC** – *Sick Time

*Employee must have accrued enough sick time to cover what is submitted. Sick time should only be submitted for hours the employee was scheduled to work but was unable due to sick time situations.

Important Reminder

Acumen is only authorized to pay hours submitted to us within 60 days of the date of service. Employees in this program are not authorized to work more than 40 hours in a work week. The work week is defined as Sunday to Saturday.

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