

Consultant Log Sheet, CMS Payroll Based Journal

The CMS Payroll Based Journal form is used to document direct resident care hours provided per CMS requirements. The completion of this form is required. The exception would be if a facility chooses to have you use their form. Either way, documentation of hours spent in the facility needs to be completed on this or a facility generated form for every dietitian completing direct resident care hours each month. At the end of the month this form needs to be signed and copies provided to administration or as directed by the facility and a copy sent to the DCS office. The hours listed for each visit should match the hours recorded on your timesheet under the column "Hours on site less 30min lunch".

This form should be kept in the RD binder/folder in the account so that if there are multiple RDs covering an account each dietitian can document their hours and sign their name.