

Activity Daily Log Instructions

Some of our clients have Long Term Care Insurance, the insurance companies require Activity Daily Logs (ADLs) to be submitted by each caregiver every week. **ADLs must be submitted to the office by 5pm every Monday.**

The ADL form can be accessed the following ways:

- Cerna Website-www.cernacare.com – <http://cernahomecare.com/downloads-2/> from the home page click **About Us**, then **Downloads**, then **View** to open the ADL form.
- Email- The form will be emailed to you from the Cerna's corporate office.
- In client's home-The form should be in the Client Care Folder in the client's home-Please email ADL@cernahc.com if there is not a Client Care Folder or there are no ADLs in it.
- Fax or Mail-You can request the form be faxed or mailed to you emailing ADL@cernahc.com or calling 877-577-6782

The form can be filled out the following ways:

- On your computer or mobile device-The form is designed to be filled in on your computer/mobile device by email without printing.
 - To fill out on your computer you will need Adobe Reader 11-It's free, safe, downloadable software. Google Adobe Reader 11 or click on this link: <http://get.adobe.com/reader/>
 - To fill out on your mobile device download the Adobe Reader App.
- Handwritten

The form can be returned to the office the following ways:

1. Email to ADL@cernahc.com
 - Email it right from your computer or mobile device without printing it.
 - Take a good quality photo; email it from a mobile device.
 - Scan and email it.
2. Fax: 949-253-4169
3. Mail: 2102 Business Center Drive Irvine, CA 92612
4. Drop off: 2102 Business Center Drive Irvine, CA 92612

If you have any difficulty completing or submitting the form, please call the office to troubleshoot the issues.
Office Phone: 877-577-6782