Sandra’s Nursing Services L.L.C.

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Clock in & Clock out Instructions  
ISAS State System

CLOCK IN:

Step 1: Call **1-855-463-4727**  
Step 2: Press **1** for personal care services  
Step 3: Press **1** again to **confirm** that you are selecting personal care services  
Step 4: Enter **6 digit OTP device code** (if no OTP device, skip to Step 6)  
Step 5: Enter **11 digit MA number** (if applicable)  
Step 6: Enter the 9 digit provider number: **697805300**  
Step 7: When prompted, enter your social security number  
Step 8: Press **1** to **CLOCK IN** for services provided  
Step 9: Press **1** again to **confirm** clocking in for services provided

CLOCK OUT:

REPEAT ALL OF THE ABOVE STEPS TO **CLOCK OUT** FOR SERVICES PROVIDED. THE ONLY CHANGE IS THAT YOU WILL PRESS **OPTION 2** DURING STEPS 8 & 9 TO CLOCK OUT FOR SERVICES PROVIDED.

NOTE: *Remember to use the* ***participant’s home phone*** *to clock in and clock out for services. If you are using an OTP device, you may use your cell phone to clock in.*