5 WAYS

TO MAKE YOUR
HOME CARE BUSINESS
MORE ORGANIZED

SwyftOps

SECURITY • SPEED • SIMPLICITY

01 STREAMLINE SCHEDULING

Without a good system for scheduling your team, you will undoubtedly run into challenges in the very near future - if you haven't already. Effective scheduling makes a huge difference in your business and positively affects your bottom line while improving the service experience for your clients.

The first step to streamlining scheduling is finding a platform that has everything you need. Some people seem to think a shared calendar is good enough, but you need something more robust, dynamic and secure.

A great scheduling solution will allow you to match clients with the right care provider based on customizable attributes like availability, skills, and proximity. It should also work well with your billing and invoicing system, payroll applications, and alert you and your staff of exceptions, so everyone is on the same page.

02 HAVE A COMMUNICATION SYSTEM

Communication is key to running a successful business in any industry, but is especially important for home care because you and your staff are rarely in the same place at the same time.

Although phone calls and emails are useful, some topics need to be discussed quickly and within secure messaging platform. In addition to being able to get in touch with your staff quickly, you should also find a system that allows specific notifications to be sent like late/early shift alerts, open shift notifications, profile updates, expiring credential alerts, and more.

03 KEEP TRACK OF SERVICES RENDERED

Timekeeping is invaluable to your service-based business, and will keep employees accountable, comply with regulations, and ensure clients get the care they need.

Tracking time and services performed also helps you monitor how long employees are working with specific clients, and improves scheduling efficiency so that their day is as productive as possible.

04
LET CLIENT INFORMATION LIVE IN ONE PLACE

Having client information in one easy to access system is vital to creating a more organized home care business. There is no need for rows of filing cabinets within which forms can be lost forever. Client information can be digitally and securely filed so caregivers can easily access it when they arrive at their assigned destination.

You also will want to make sure that your system can support the number of clients you currently have as well as those that will come to you in the future. It is ideal to choose a system that has an unlimited amount of data storage which allows you to add as many clients as you want. Many companies allow a certain number of clients, and then require a fee for additions. This could lead to unexpected costs and potentially affect profits.

05
USE ONE DYNAMIC SOFTWARE SOLUTION THAT CAN DO IT ALL

If you and your employees must switch between applications, there is unnecessary opportunity for wasted time, delayed communication, and lost information.

Choose software that will multi-task on one platform. This will not only help your business stay more organized, but it will be easier to train your team on organizational processes. They also will be more inclined to stick with those processes if they can find everything they need in one place.

Another benefit of using a single platform is that if something does go wrong, you only have one company you will need to contact for support help.

At SwyftOps, our mission is to make your home care business the best it can possibly be. We have created a system that can help you effectively schedule and monitor your team, maintain accurate client records, and more. Contact us today to schedule your demo and take the first step towards a more organized business that provides excellent levels of care to your clients.