

Mobile App Clock IN/OUT Linked and Mutual Patients Job Aid

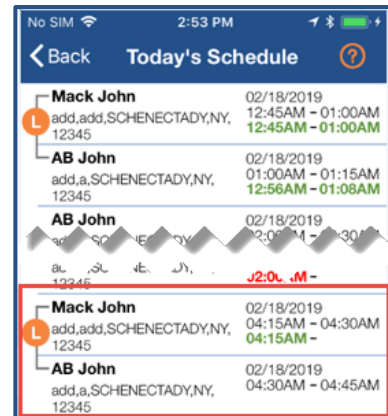
This Job Aid provides examples of Mobile App Clock IN and OUT for Linked and Mutual Patients. These examples are standard without the Consecutive Shifts functionality configured. For Consecutive Shifts, refer to the [Mobile App Consecutive Shifts Job Aid](#).

Linked Patients

Linked Patient Visits (not enabled with the Consecutive Shift functionality) are treated as two individual shifts; therefore, each Single Shift requires Clock IN and OUT (even though they are linked).

Linked Visits are indicated with an “L”.

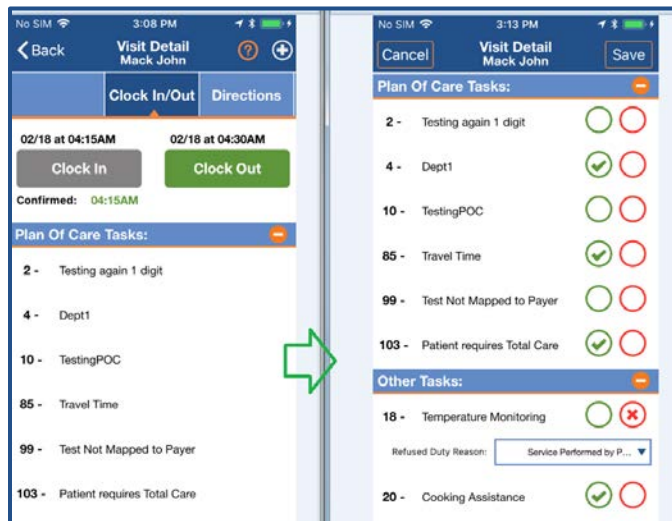
To Clock IN, select Visit 1/Patient 1 (**Mack John**) and click on Clock IN as prompted. The app alerts of a successful Clock IN.



Clock IN – Linked Patients

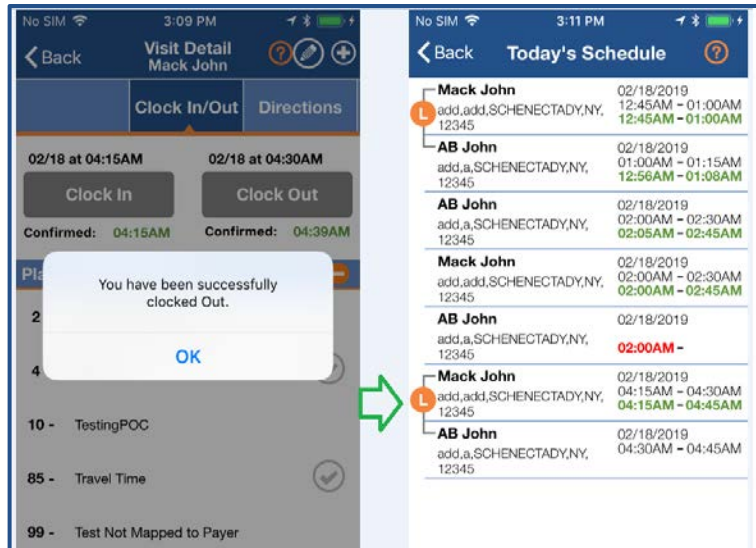
To Clock OUT, select Visit 1 and click on **Clock Out**.

Upon Clock OUT, the Duties screen appears. Complete the duties section for Patient 1 (**Mack John**) and click **Save**.



POC for Shift 1

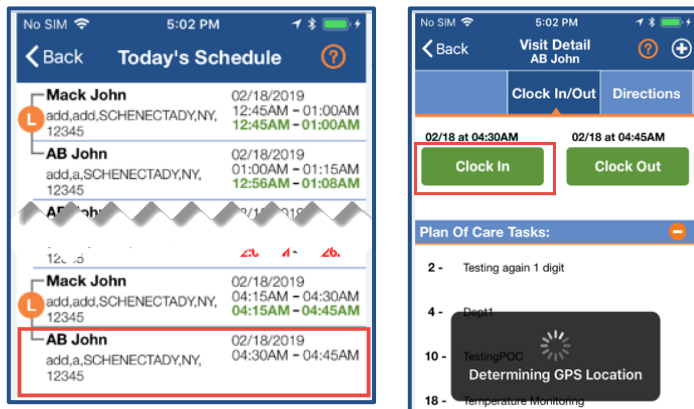
Once complete, the app alerts the Caregiver of a successful Clock OUT for Visit 1.



Clock OUT for Shift 1

Go to Visit 2/Patient 2 (AB John) to Clock IN. Clock IN as prompted.

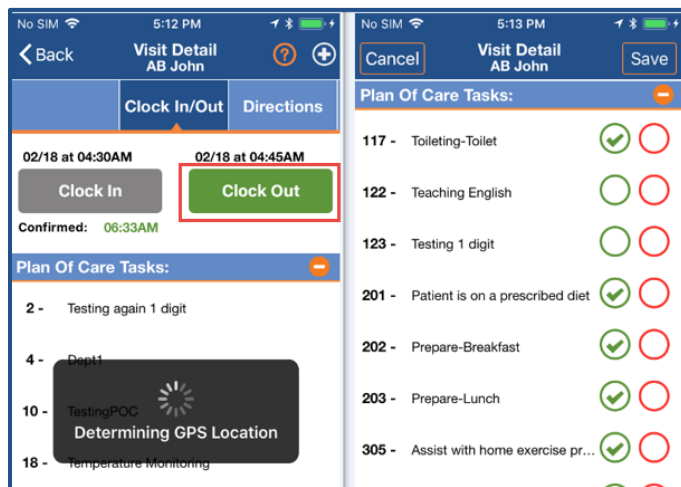
The app alerts of a successful Clock IN.



Clock IN – Visit 2

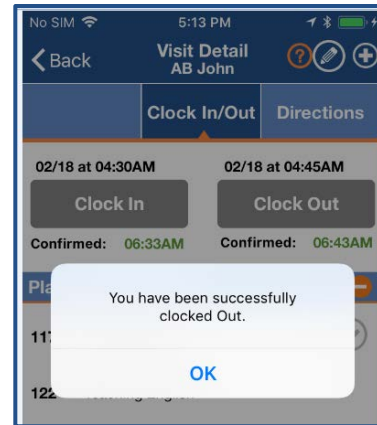
To Clock OUT, select Visit 2 and click on **Clock Out**.

Upon Clock OUT, the Duties screen appears. Complete the duties section for Patient 2 (AB John) and click **Save**.



POC for Shift 2

The app alerts the Caregiver of a successful Clock OUT (for Visit 2).

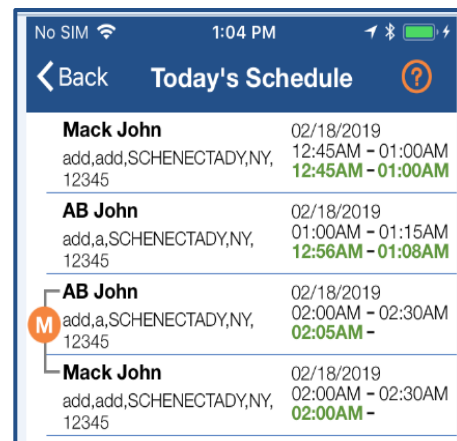


Clock OUT – Visit 2

Mutual Patients

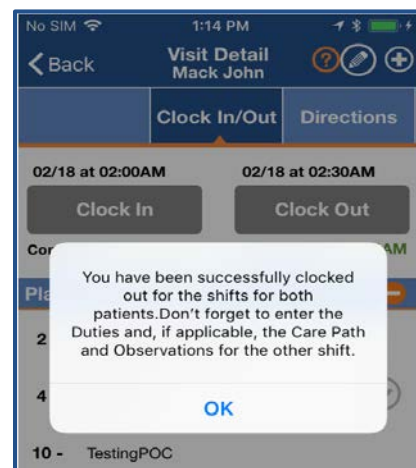
Mutual Patient Visits are indicated with an “M” and the Visit time is the same. For Mutual Patients, Clock IN and OUT is performed from either of the two Visits.

Once a Caregiver Clocks IN from either of the Visits, both Visits then indicate the Clock IN time.



Clock IN - Mutual Visits

At Clock OUT of the Mutual Shift, an alert informs the Caregiver that they must manually go into the shift to enter the Duties, Care Path and Observations for the other Patient.



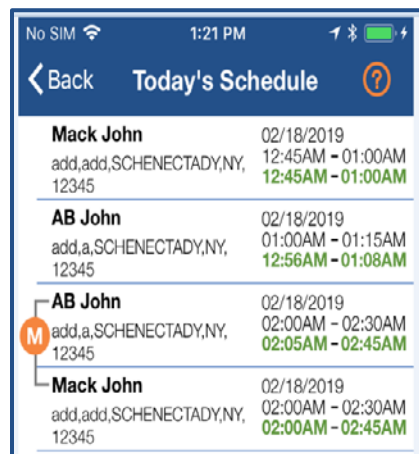
App Alert

The POC for the Patient associated with the selected Visit (**Mack John**) is presented. Complete as necessary.



POC – Patient 1

Once complete, both Patients are Clocked Out.



Go back into the shift and complete the POC for the other Patient.

Once the POC for Patient 2 (**AB John**) is manually entered and saved, the Caregiver is alerted of a successful save (as seen in the image).

