

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”.

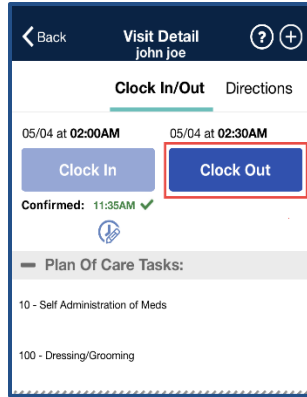
To Clock In, select Visit 1/Patient 1 (**john joe**) and tap **Clock In** as prompted. The app alerts of a successful Clock IN.



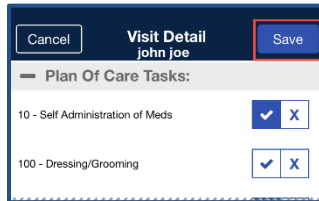
Clock In – Linked Patients

To Clock Out, select Visit 1 and tap **Clock Out**.

Upon Clock Out, the Duties screen appears. Complete the duties section for Patient 1 (**john joe**) and tap **Save**.

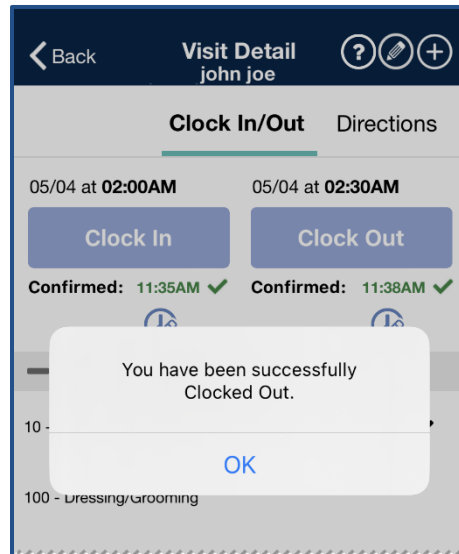


POC for Shift – Clock Out Button



POC for Shift – Save Button

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



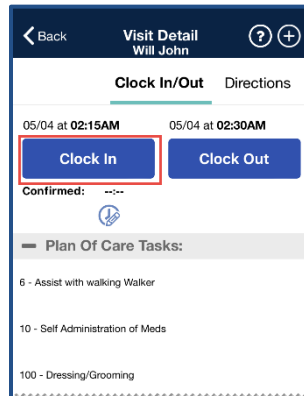
Clock Out for Shift 1

Go to Visit 2/Patient 2 (**Will John**) to Clock In. Clock In as prompted.

The app alerts of a successful Clock In.



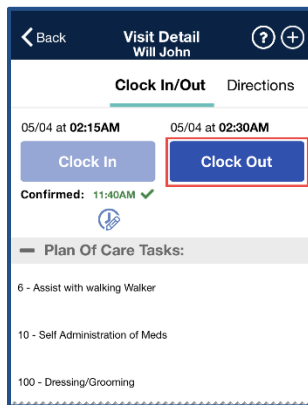
Clock In – Visit 2



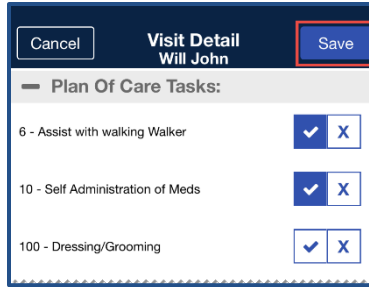
Clock In Button

To Clock Out, select Visit 2 and tap ***Clock Out***.

Upon Clock Out, the Duties screen appears. Complete the duties section for Patient 2 (**Will John**) and tap ***Save***.

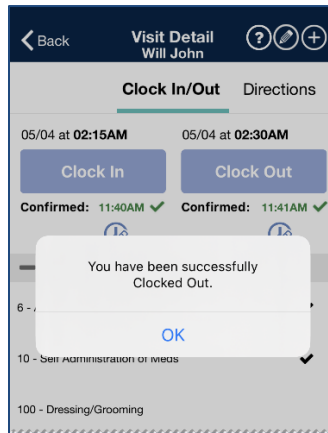


POC for Shift 2 – Clock Out Button



POC Shift for 2 – Save Button

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

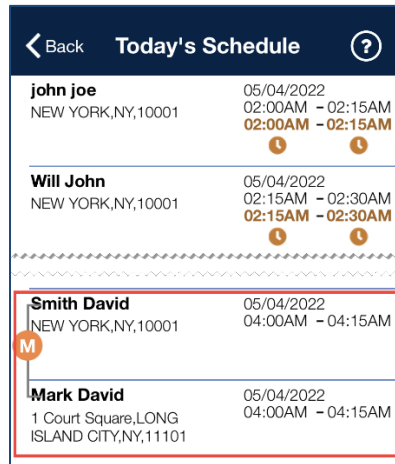


Clock Out – Visit 2

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.

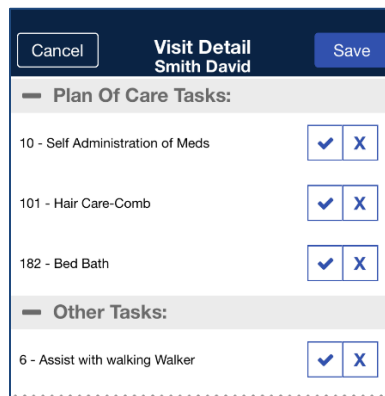
Once a Caregiver Clocks IN from either of the visits, both visits then indicate the Clock IN time.



Clock IN - Mutual Visits

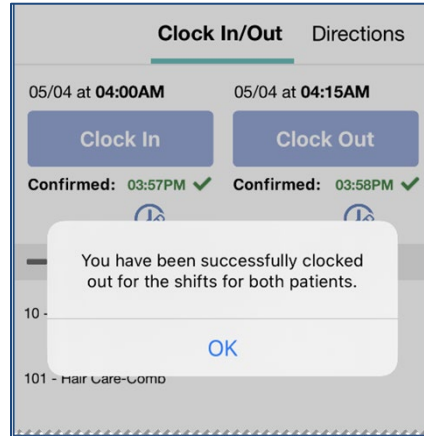
At Clock OUT of the Mutual Shift, an alert informs the Caregiver that they must manually go into the shift to enter the Duties and Observations for the other Patient.

The POC for the Patient associated with the selected visit (**Smith David**) is presented. Complete as necessary.



POC – Patient 1

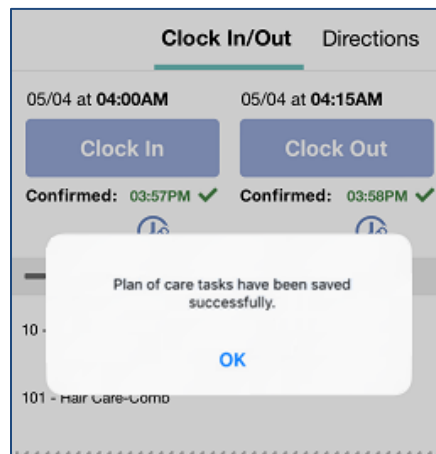
Once complete, both Patients are Clocked Out.



Clock Out Completed

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

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



Successful POC Entry