

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.





Cancel Visit Detail john joe	Save
 Plan Of Care Tasks: 	
10 - Self Administration of Meds	✓ X
100 - Dressing/Grooming	✓ X

POC for Shift – Save Button

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

K Back	Visit Detail john joe	?⊘+	
c	Clock In/Out	Directions	
05/04 at 02:00AM	05/04 at	02:30AM	
Clock In	CI	lock Out	
Confirmed: 11:35AM V Confirmed: 11:38AM V			
You have been successfully Clocked Out.			
10 - OK			
100 - uressing/Grooming			

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.



Kack Today's	Schedule ?			
john joe New York,NY,10001	05/04/2022 02:00AM - 02:15AM 11:35AM - 11:38AM			
Will John NEW YORK,NY,10001	05/04/2022 02:15AM - 02:30AM			
Clock In – Visit 2				
く Back Visit Will	Detail (?) (+) John			
Clock	In/Out Directions			
05/04 at 02:15AM	05/04 at 02:30AM			
Clock In Confirmed::	Clock Out			
- Plan Of Care Tas	sks:			
6 - Assist with walking Walker				
10 - Self Administration of Meds				
100 - Dressing/Grooming				

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





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

K Back	Visit Detail Will John		?⊘+
	Clock In/Out		Directions
05/04 at 02:15A	AM 05/04 at		02:30AM
Clock Ir	۱	СІ	ock Out
Confirmed: 11:4	0AM 🗸	Confirm	ed: 11:41AM 🗸
You have been successfully Clocked Out.			
OK 10 - Sen Administration of Media			
100 - Dressing/Groo	ming		

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.





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 (Mark David) is manually entered and saved, the Caregiver is alerted of a successful save (as seen in the image).

Clock	In/Out Directions		
05/04 at 04:00AM	05/04 at 04:15AM		
Clock In	Clock Out		
Confirmed: 03:57PM V	Confirmed: 03:58PM 🗸		
Plan of care tasks have been saved successfully.			
10 - OK			
101 - Hair Gare-Comp			

Successful POC Entry