

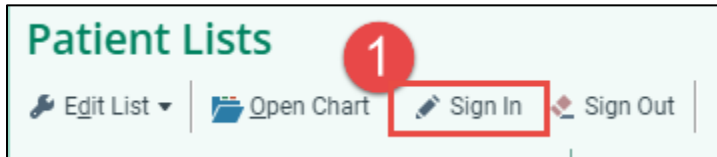
Epic Tip Sheet



PATIENT CARE TEAMS (PROVIDER)– SIGN IN/OUT

SIGN IN TO PATIENT CARE TEAMS

1. Click **Sign In** from **Patient Lists** – or for residents and fellows, just use the Sign In popup that happens when you first log in to Epic.



2. Enter your shift start time and date
3. Click the quick buttons to indicate the length of your shift – this saves you from extra work calculating the end time!
4. Ensure your role and service are set – **If you are the first person who should be contacted about patient care, assign yourself as 1st contact**
5. Add the provider teams you regularly cover
6. Select individual patients or entire teams that you'll be covering and then click Accept

Sign In

Start: 0700 03/08/2023
End: 1900 03/08/2023
Contact #: 303-266-2916
Comment:

8H 9H 10H 12H 13H 14H 1D
Phone Pager

Role: 1st Contact
Service: Pediatrics

Provider Teams (3)

Add teams +

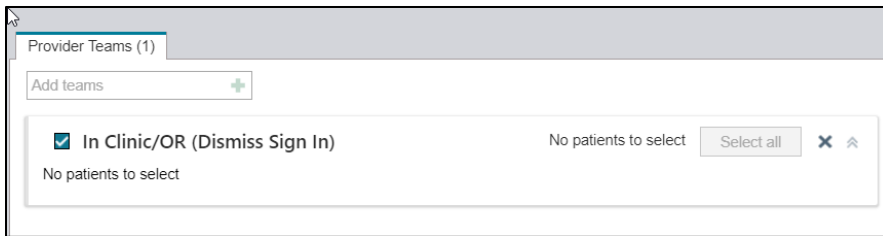
- Pediatrics/PICU 17 Patients Selected
- Nursery 10 Patients Selected
- NICU 2 Patients Selected

Primary Team Contact: None Take Over

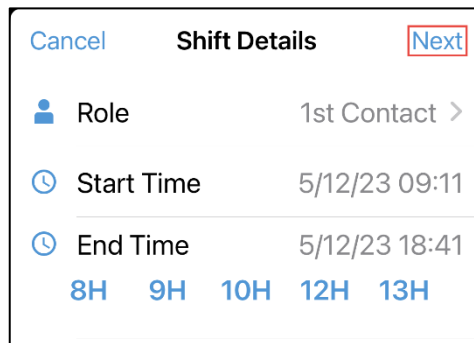
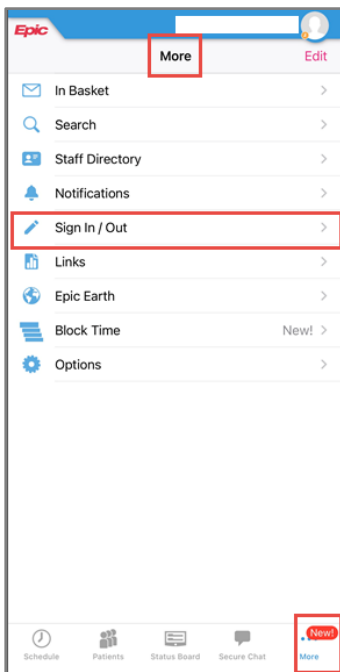
Patient	Department / Room-Bed	MRN	1st Contact	Previously Assigned
<input checked="" type="checkbox"/> Nicu, Wise "jane" Female, 16 m.o., 10/24/2021	DH PAV C NICU C348-C348-01	2080187		
<input checked="" type="checkbox"/> Vonmom, Boy Testing...	DH PAV C NICU C350-C350-01	2080450		

Note if you change the **Contact #** on this screen, it will update the information found in On-Call Finder.

- If you are a resident or fellow and only covering clinic or procedures/operating room that day, choose the team called In Clinic/OR to ensure that you do not continue getting sign in pop-ups on Haiku/Canto



- In Haiku, click the **More** button then the **Sign In / Out** option. When you're finished entering shift details, click the **Next** button to select teams & patients.



SIGN OUT

- Click **Sign Out** from **Patient Lists** when your shift is over to end your care team assignments
 - If you don't sign out the system will sign you out a couple of hours *after* your indicated shift end time

