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

**Note** if you change the Contact # on this screen, it will update the information found in On-Call Finder.
7. 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.

8. 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**

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