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!
- 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

ign In	2				4
	Start: 0700 () 03/08/20	23 📋		3	Role: 1st Contact 💉
	End: 1900 () 03/08/20	23 📜 8Н 9Н 10Н	12H 13H 14H	1D	Service: Pediatrics 💉
Con	ntact #: 303-266-2916	Phone Pager			
Con	nment:				
Provider	r Teams (3)				
Add te:	ams	5			
100 100					
	Pediatrics/PICU			17 Patients Selected	
	Nursery 6				10 Patients Selected
	NICU				2 Patients Selected
٦	Primary Team Contact: None	Take Over			
	Patient	Department / Room-Bed	MRN	1st Contact	Previously Assigned
	Nicu, Wise "jane" Female, 16 m.o., 10/24/2021	DH PAV C NICU C348-C348-01	2080187		
	Vonmom, Boy Testing	DH PAV C NICU 0350-0350-01	2080450		

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

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Provider Teams (1)	
Add teams	
In Clinic/OR (Dismiss Sign In) No patients to select	No patients to select Select all

 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.

Epic				
		More		Edit
	In Basket			>
Q	Search			>
1°	Staff Directory			>
۰	Notifications			>
1	Sign In / Out			>
đ	Links			>
3	Epic Earth			>
Ш	Block Time			New! >
0	Options			>
() Sched	ule Patients	Status Board	Secure Chat	New! More

Cancel Shift De	etails Next
🛔 Role	1st Contact >
🕓 Start Time	5/12/23 09:11
() End Time	5/12/23 18:41
8H 9H 10F	H 12H 13H

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



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