# CLOCK OUT

#### Select Today's Schedule



#### Click on the visit



#### Select Clock Out



No Plan Of Care(POC) tasks associated with this visit. If this is an error contact your agency.

#### Select GPS



Cancel

### Select Save. You will never select any tasks.

| Cancel  | Visit Detail<br>Test Client - Buffal | Save |  |  |  |  |
|---|--------------------------------------|------|--|--|--|--|
| - Plan Of Care Tasks:   |                                      |      |  |  |  |  |
| No Plan Of Care(POC) tasks associated with this visit. If this is an error contact your agency. |                                      |      |  |  |  |  |
| - Othe  | r Tasks:                             |      |  |  |  |  |
| 100 - Bath-Tu   | ıb                                   | ✓ X  |  |  |  |  |
| 101 - Bath-Sl   | hower                                | ✓ X  |  |  |  |  |
| 102 - Bath-B  | ed                                   | ✓ X  |  |  |  |  |
| 103 - Patient   | requires Total Care                  | ✓ X  |  |  |  |  |
| 104 - * Disco   | ntinued * Bath-Assist-Shower         | ✓ X  |  |  |  |  |
| 105 - * Disco   | ntinued * Bath-Assist-Bed            | ✓ X  |  |  |  |  |
| 106 - Mouth   | Care/Denture Care                    | ✓ X  |  |  |  |  |
| 107 - Hair Ca   | re-Comb                              | ✓ X  |  |  |  |  |

If the consumer is available, and there is NOT a designated representative assigned to the case, have the consumer sign off on the shift.

If the consumer is not available, or a designated representative is assigned, press Skip.



## Select the appropriate reason the consumer is not available

| <b>く</b> Back | Visit Detail<br>Test Client - Buffalo | ? €  |
|---------------|---------------------------------------|------|
| Skip Reas     | sons                                  |      |
| Designated    | Representative Assign                 | ed O |
| Patient Refu  | ised                                  | 0    |
| Patient Una   | ble to Sign                           | 0    |

Cancel

Save

#### Click OK

| <b>く</b> Back                               | Visit I<br>Test Clien | Detail<br>t - Buffalo | ?                  |  |  |  |
|---|-----------------------|-----------------------|--------------------|--|--|--|
|   | Clock                 | In/Out                | Directions         |  |  |  |
| Clock<br>Confirmed: 0                       | c In<br>1:44PM 🙁      | Cloc                  | k Out<br>01:45PM ✔ |  |  |  |
| Confirmation has been sent<br>successfully. |                       |                       |                    |  |  |  |
| 100 - Bath-Tub                              |                       |                       |                    |  |  |  |
| 101 - Bath-Shower                           |                       |                       |                    |  |  |  |
| 102 - Bath-Bed                              |                       |                       |                    |  |  |  |
| 103 - Patient requires Total Care           |                       |                       |                    |  |  |  |