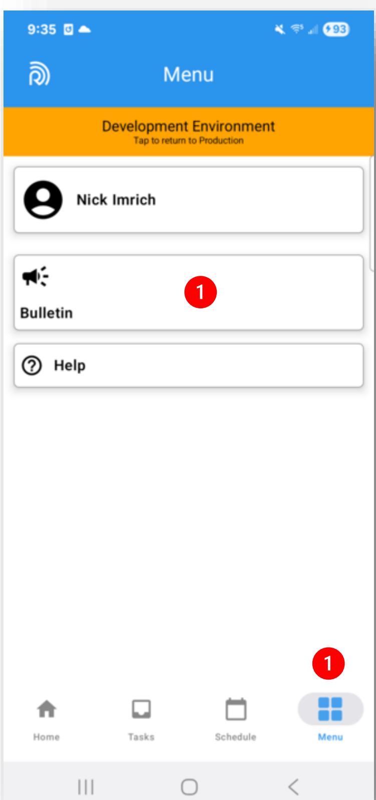
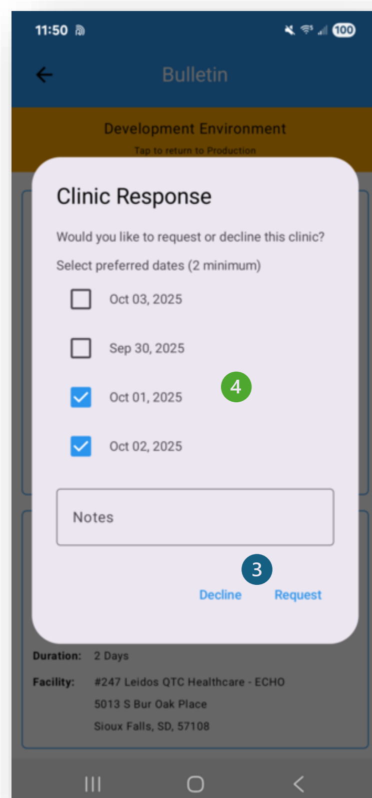
Clinics - Provider App (1099)

To view and accept clinic requests, navigate to the **Bulletin** in your **Menu Screen**. The **Tasks Screen** is your central hub for managing all clinic activities. It has Two key sections: **Clinic Checklist and Current Clinics**.

Bulletin

- Used to view and request Clinics that have been offered to you **(via push notification).**
- 1 Click on the **Menu** tab in the bottom right corner and then select the **Bulletin.**
- 2 Browse through the Clinics offered and then select an option.
- 3 Choose if you would like to **request** or **decline** the clinic being offered.
  - 4 If **requested** select the dates that suit you best (select the required amount).
  - 5 Once requested or declined the title of the **Bulletin** will change from **Open** to either **Requested** or **Declined**.

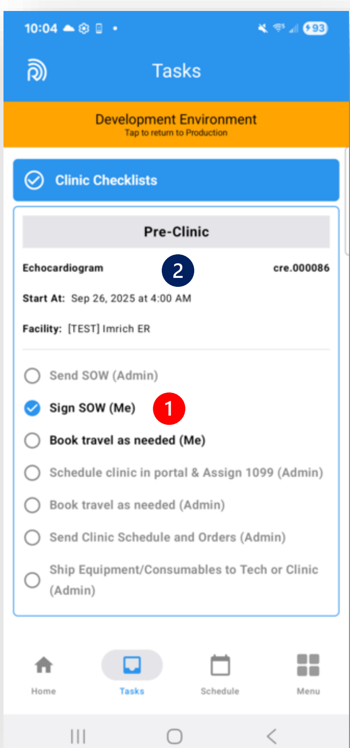


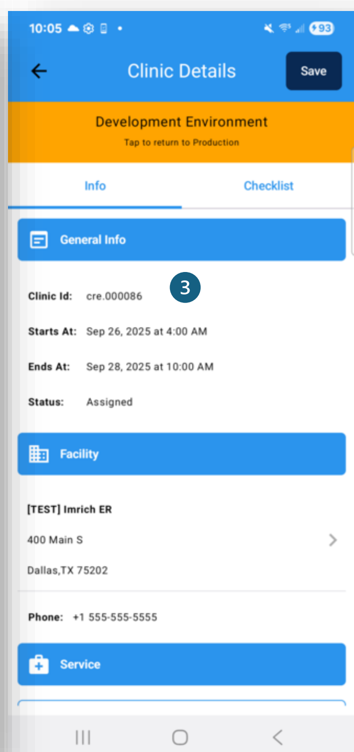


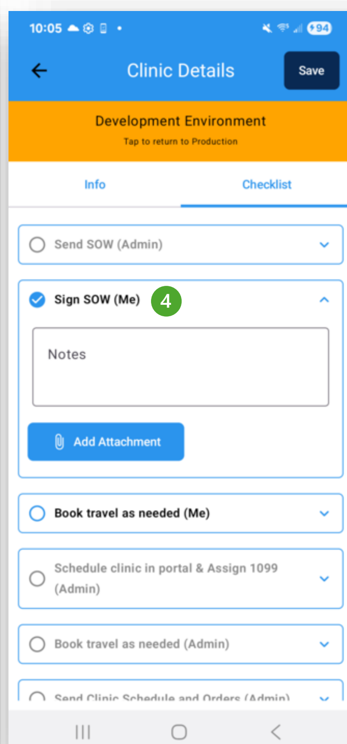
Clinic Checklist

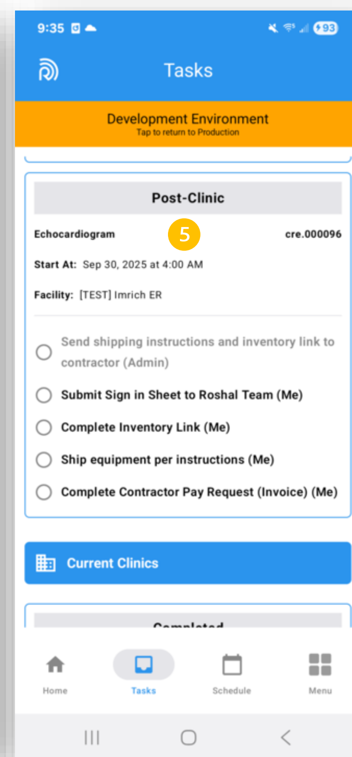
Checklists are used to confirm provider and admin specific tasks and attach required documents. Provider tasks will be **non-greyed out**, **bold,** and will say "**(Me)**"

- **Pre-Clinic Checklist**
  - Appears **as soon as a clinic is assigned** (click inside to view info).
  - Use this section to confirm completion of provider-specific tasks by **checking the circle next to each task**, and to upload documents by **pressing the blue "Add Attachment" button**. Any greyed-out options are reserved for admins.
- **Post-Clinic Checklist**
  - Appears **after the clinic has started** (click inside to view info).
  - Similar to the Pre-Clinic Checklist, complete provider-specific fields and upload necessary documents.
- **NOTE**: Clinic Checklists will be shown in the assigned Provider's task list **until all items** in that checklist have been marked as **completed.**







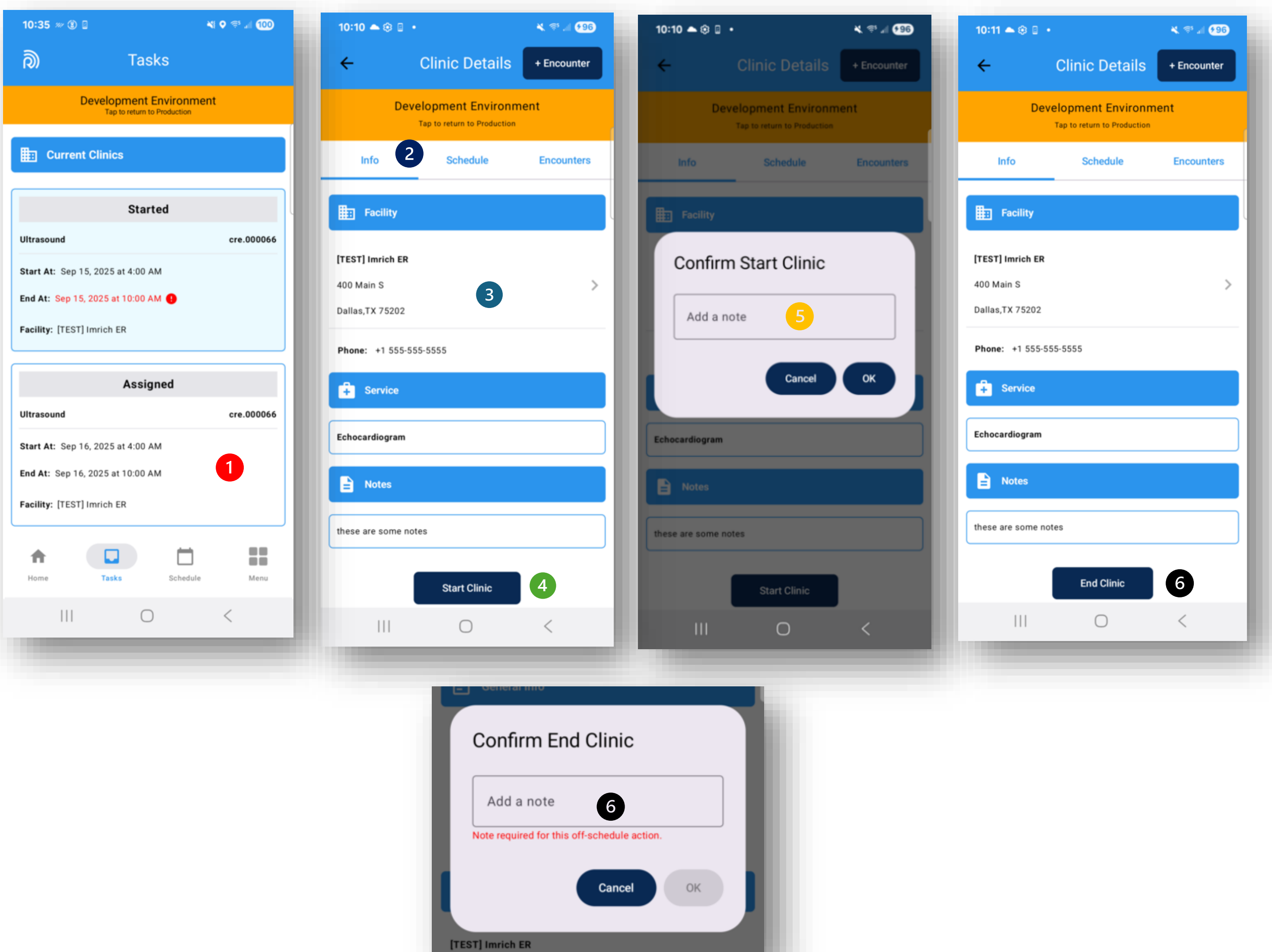


Current Clinics

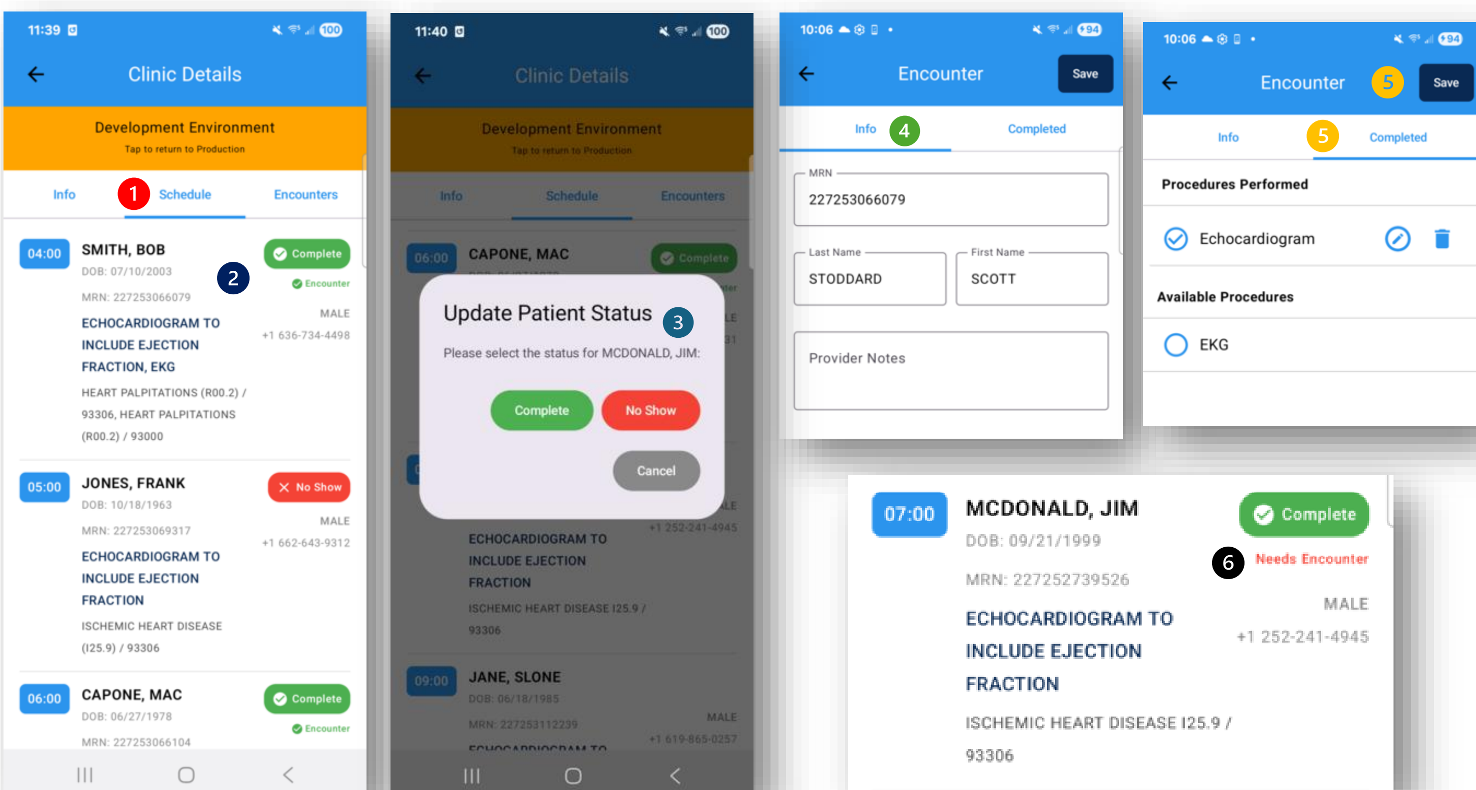
1 Clinic cards display **24 hours before clinic start**, showing your assigned clinic broken up by individual dates.

2 • **Info Tab**

- 3 ○ **View** clinic details (address, phone, etc.).
- 4 ○ Press **Start Clinic** to clock in to the clinic.
  - 5 ▪ You must add notes if you arrive 15 minutes late
- 6 ○ Once you start, you can select **End Clinic** once completed.



1
- **Schedule Tab**
  2
  - **View** your daily patient schedule.
  3
  - **Select a patient** → mark as ***Completed*** or ***No Show***.
  - Completed entries automatically move to **Encounters**.
    4
    - **Info tab –** auto populated with MRN, First and Last Name
    5
    - **Completed tab** - Select the procedures performed by clicking the **circle checkbox**, add notes if needed by clicking the **pencil icon**, and hit **save**.
      - Automatically attaches encounter to specific scheduled patient
  6
  - Patients missing an encounter show a red **"Needs Encounter"** label.
    - **Mandatory Item** - If you see this, please add an encounter.



- 1 **Encounters Tab**
  - 2 **View** or **edit** all completed encounters.
  - Each completed schedule entry links to an encounter.
  - 3 Add new encounters manually (e.g., for walk-ins) using the **+ Encounters** button in the top right.
    - 4 Fill in mandatory information (**Blue circle next to item)**
    - 5 Go to the **Completed** tab and add in the procedures performed
    - 6 Hit **Save** in the top right corner once completed