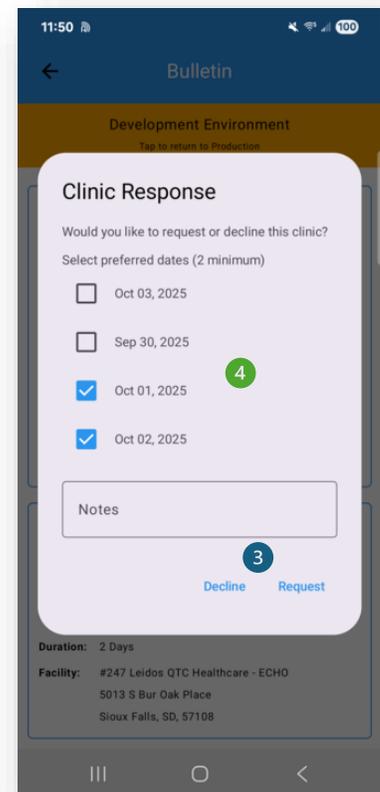
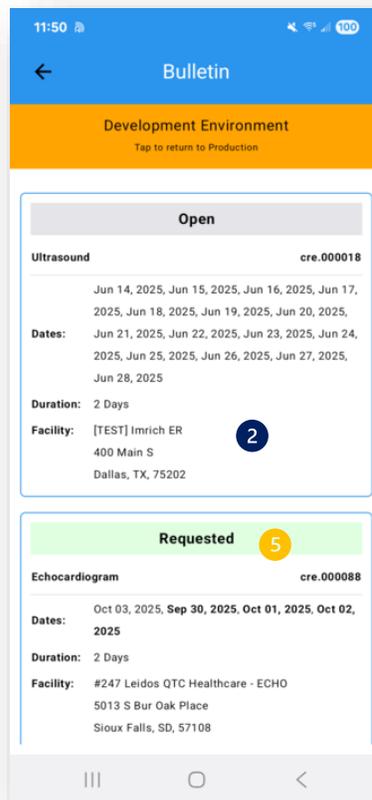
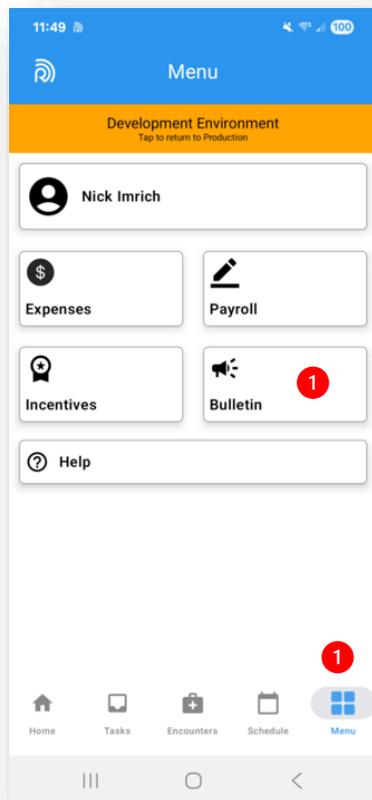


## Clinics - Provider App (W2)

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 three key sections: **Travel, Clinic Checklist, and Current Clinics**.

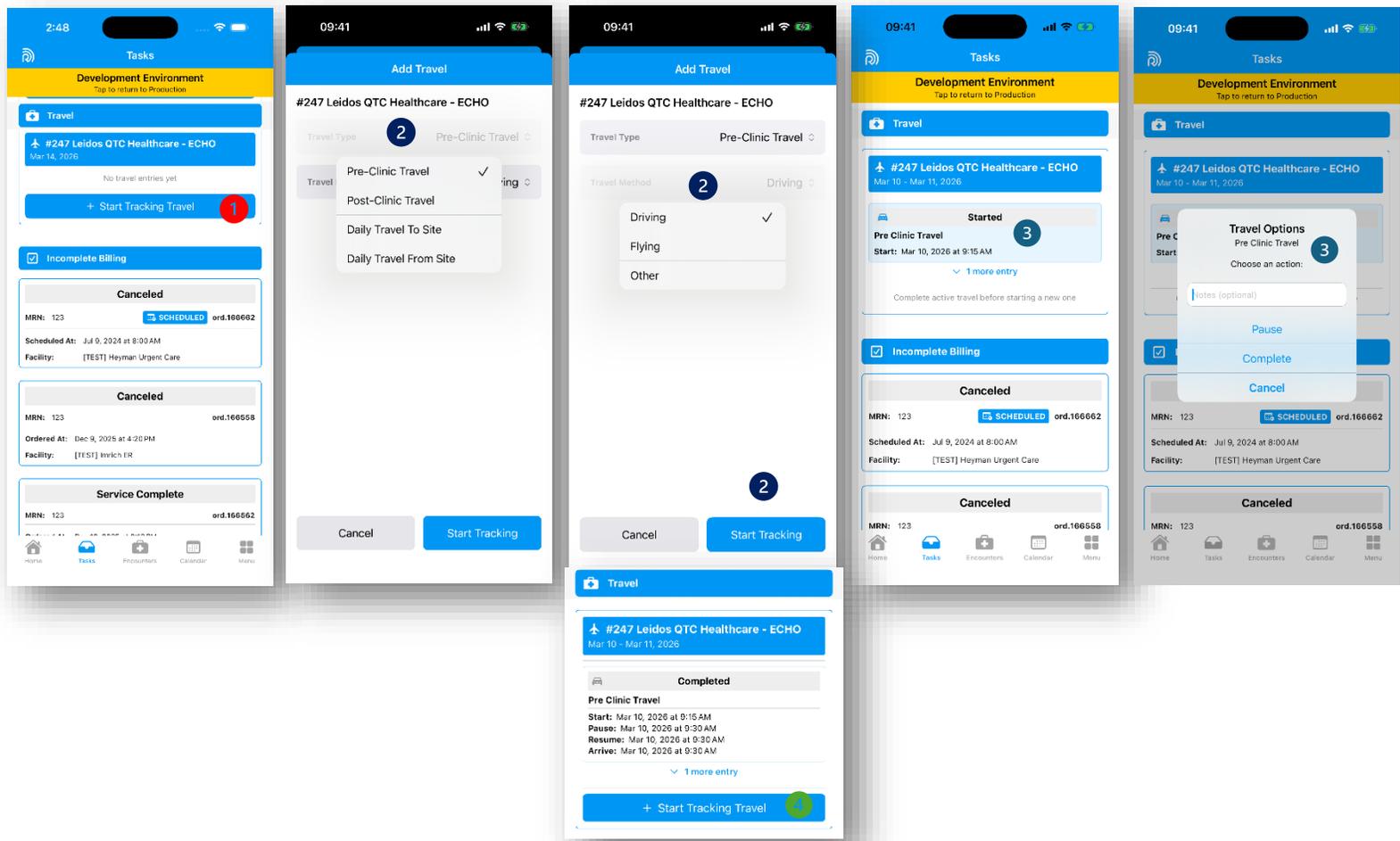
### Bulletin

- 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**.



## Travel

- Used to log your travel time to the clinic location (pre-clinic) and return home (post-clinic).
- Your clinic travel card will appear **48 hours prior to clinic start**.
- Travel time is paid at a percentage of your normal rate.
- **Process:**
  - 1 ○ **Start** – click **Start Track Tavel** to beginning the process
  - 2 ○ Enter the **Travel Type** and **Travel Method** then press **Start Tracking** to create your travel card
  - 3 ○ Click within the **Started** travel card to **Pause** or **Complete** your travel once arrived
  - 4 ○ To create another travel card for the clinic, press **Start Tracking Travel** again and follow the same process (must complete active travel before starting a new one)



## Clinic Checklist

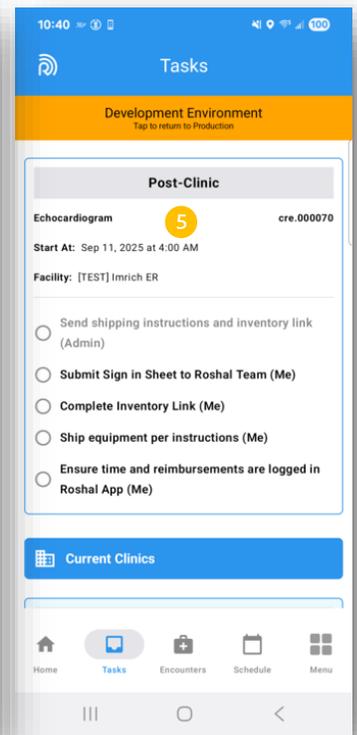
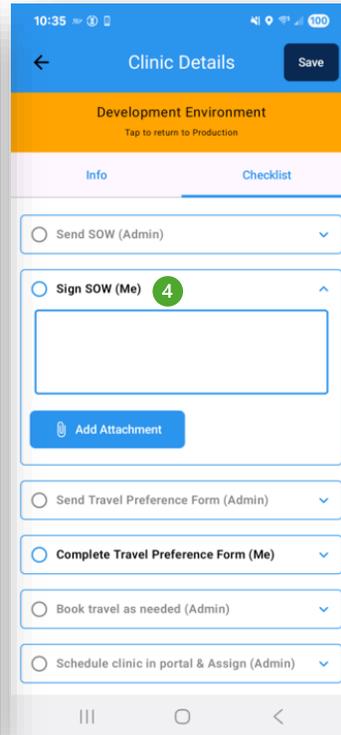
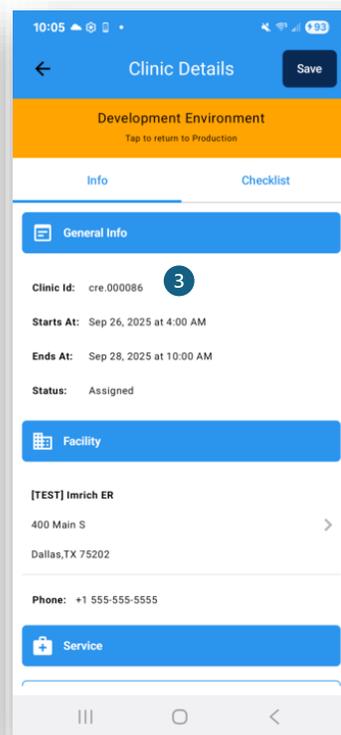
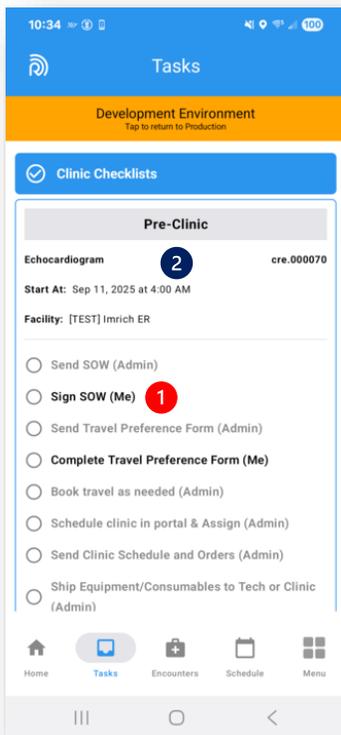
- 1 Checklists are used to confirm provider and admin specific tasks and attach required documents. Provider tasks will be **non-greyed out, bold**, and will say **“(Me)”**

- 2 • **Pre-Clinic Checklist**

- 3 ○ Appears **as soon as a clinic is assigned**.
- 4 ○ 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.

- 5 • **Post-Clinic Checklist**

- Appears **after the clinic has started**.
  - 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**.

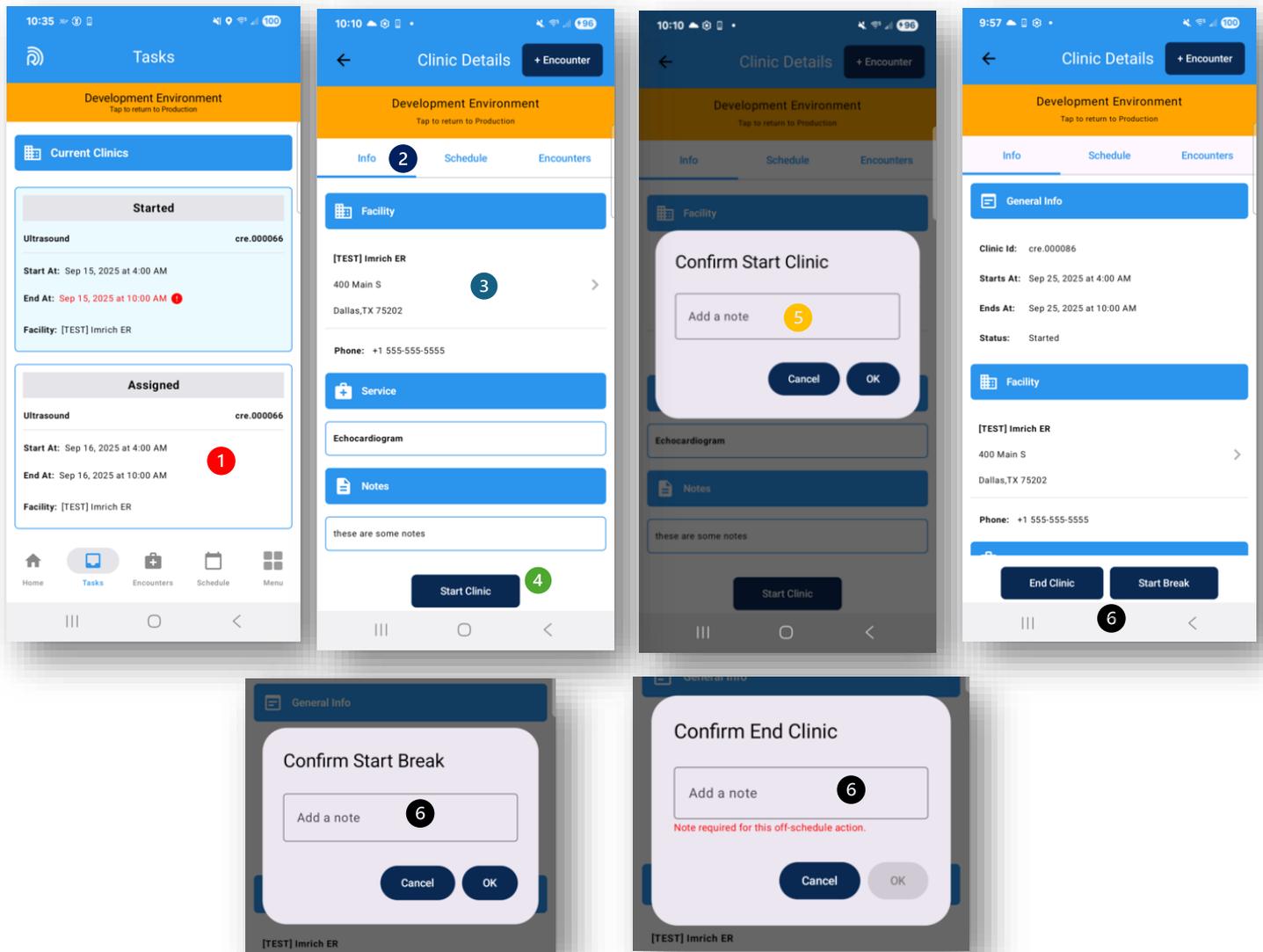


## Current Clinics

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

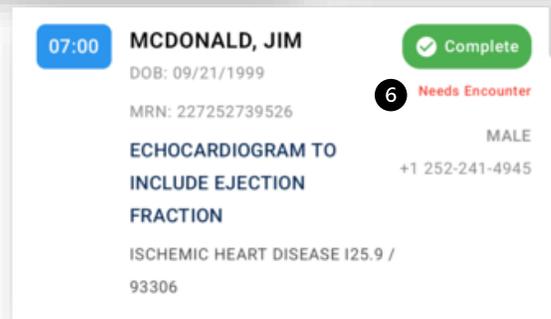
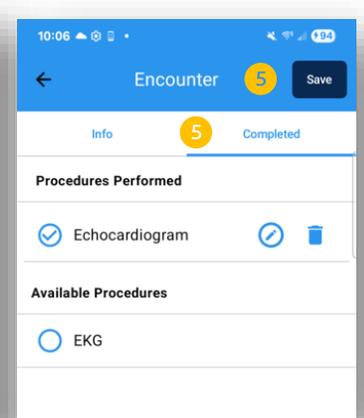
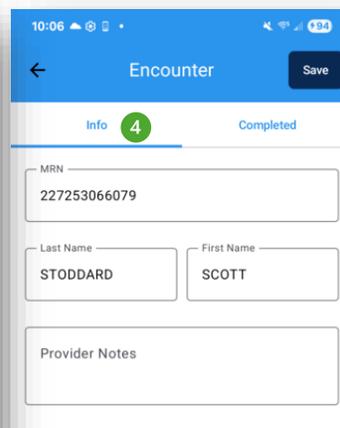
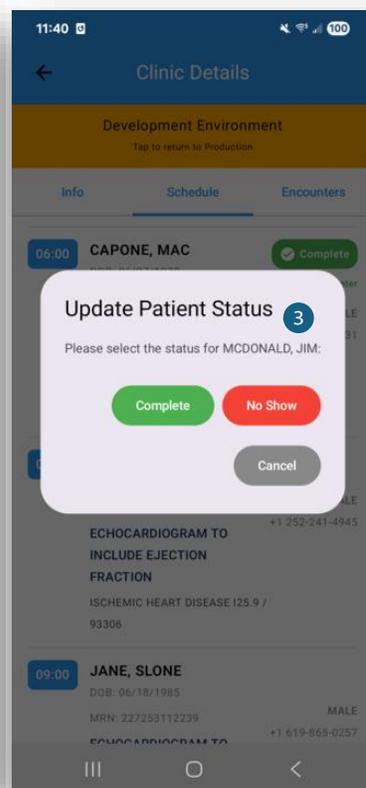
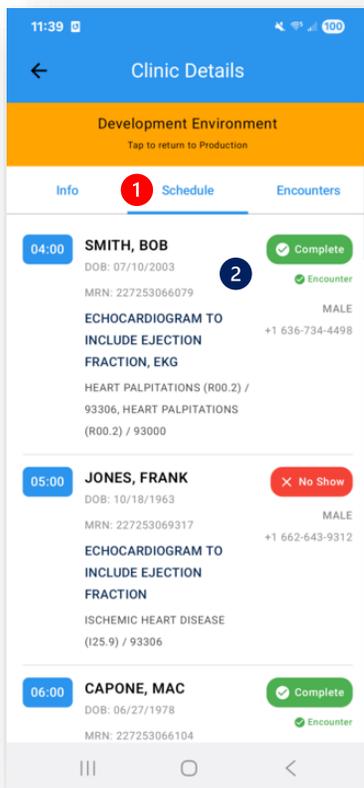
2 • **Info Tab**

- 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** or **Start Break**.



**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

