



ACCEPTING, STARTING AND COMPLETING A JOB HOSPITAL INFORMATION SYSTEM (HIS)

EVS, HOUSEKEEPING AND PATIENT TRANSPORT STAFF

Accepting, Starting and Completing a job in the CareAware Patient Flow App.

1. To access CareAware Patient Flow, select the CareAware Patient Flow icon on your mobile device. This prompts you with a log-in screen.

2. Once you log in, the Status indicator is set to available. The Status indicator turns green.



3. When a job displays on your device, you will hear a ding to when you receive a new notification. Your screen will have a visible notification that you received a job. Upon unlocking the device, you can see the specific details for the job.

4. Upon seeing the job on your mobile device, select **Accept**.



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- The job displays as **Accepted** on your screen. When arriving at the job location, select **Start**. If there is a need to delay the job, select **Delay** and then choose a delay reason and an appropriate time frame.



Delaying a Job Before You Start

- If the job needs to be delayed, select delay and provide a reason.
- Specify the time interval for the amount of time the job needs to be delayed. If the **Will Wait** option is selected, the current job will be maintained. If a time interval is selected, a new job is assigned.



- Upon finishing the job, select **Complete**. If there is a reason to delay the job, select **Delay**. If you need to delay a job after you start, you will need select a delay reason; however, you do not select a time frame. If for some reason the job was accidentally started, or needs to go back into the queue for future completion, select **Undo Start**.



- Upon selecting **Complete**, the job will be removed from your device. If there are other jobs in the queue that could be assigned to you, they will automatically be dispatched accordingly.

If a new job is not available, your device queue will remain empty until a new job that qualifies to be assigned to you is generated.