

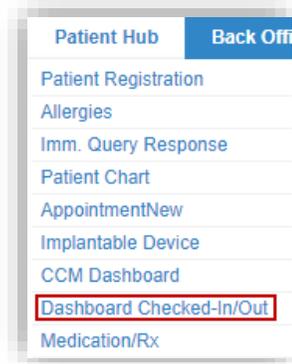


GeeseMed  
Dashboard  
Checked-In/Out  
Manual-2020



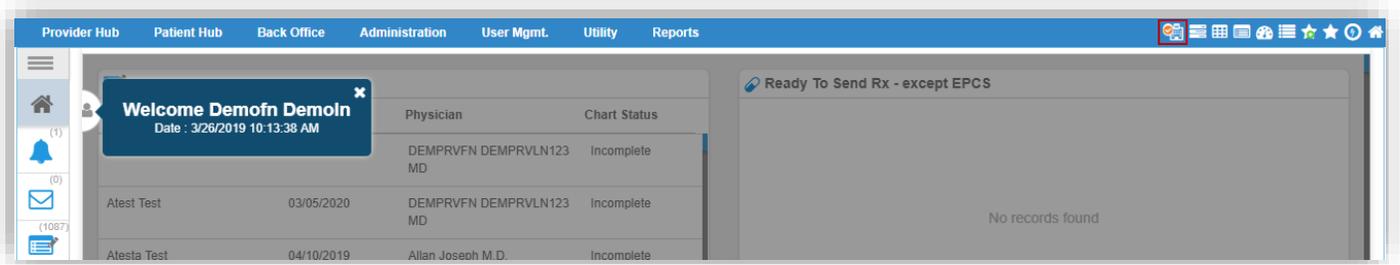
## Dashboard Checked-In/Out

- Dashboard Checked-In/Out is used to keep track of the patient in the hospital.
- Note:** You can work on this module for today's date only as there is no option to select any date.
- Path: **"Patient Hub>>Dashboard Checked-In/Out"**

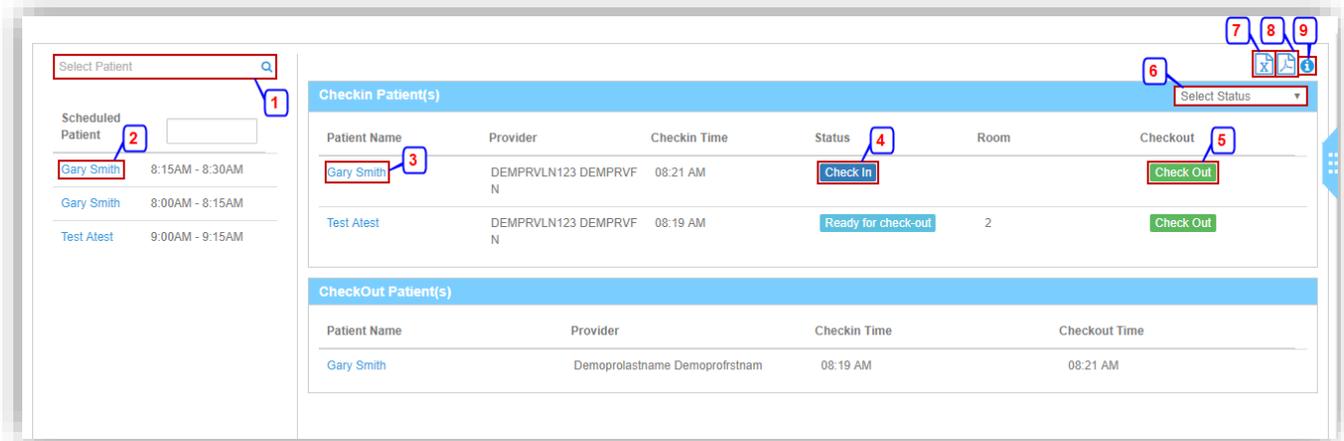


OR

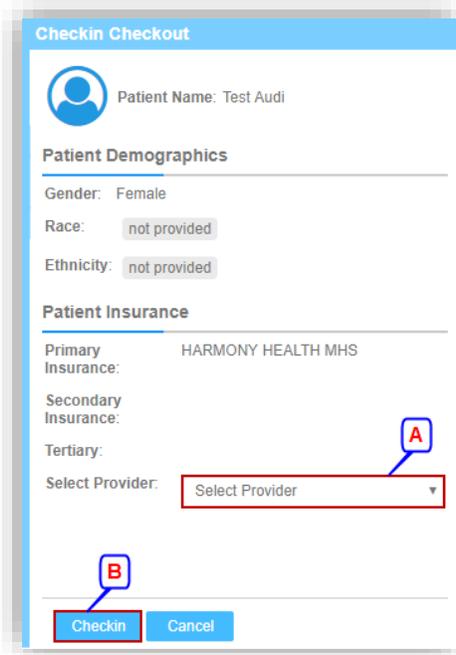
- Path: **"Home>> Check-In/Out Icon"**



- After Clicking on Dashboard Checked-In/Out you will get below screen



1. Search the patient and after selecting the patient you will get below screen



**Checkin Checkout**

Patient Name: Test Audi

**Patient Demographics**

Gender: Female

Race: not provided

Ethnicity: not provided

**Patient Insurance**

Primary Insurance: HARMONY HEALTH MHS

Secondary Insurance:

Tertiary:

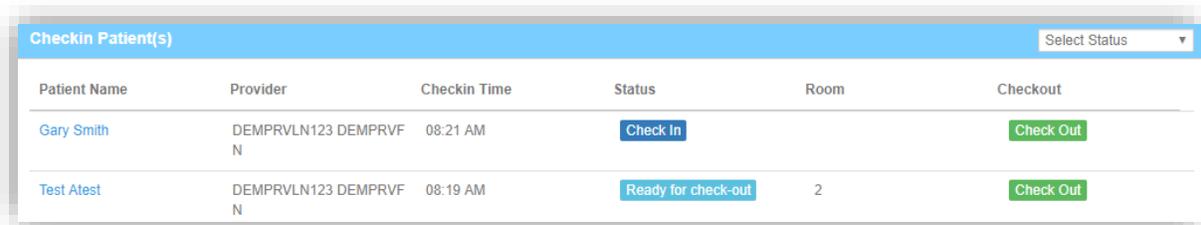
Select Provider:

**A**

**B**

A. Select the provider.

B. Click on '**Check In**' and the details will be shown as in the below screen

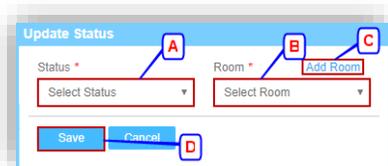


Patient Name	Provider	Checkin Time	Status	Room	Checkout
Gary Smith	DEMPRVLN123 DEMPRVN	08:21 AM	<input type="button" value="Check In"/>		<input type="button" value="Check Out"/>
Test Atest	DEMPRVLN123 DEMPRVN	08:19 AM	<input type="button" value="Ready for check-out"/>	2	<input type="button" value="Check Out"/>

2. List of the patients whose appointment is already scheduled.

3. Click on the patient name and you will be redirected to the Chart Summary Page.

4. Click on '**Check In**' and you will get below screen



**Update Status**

Status \*

Room \*

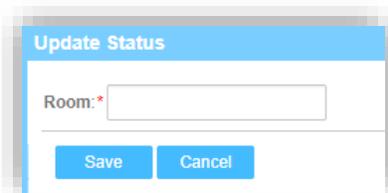
**A** **B** **C**

**D**

A. Select the Status.

B. Select the Room.

C. Click on '**Add Room**' and you will be able to add room as shown below



**Update Status**

Room: \*



D. Click on **'Save'** and you will get the details as follows.

Checkin Patient(s)						Select Status
Patient Name	Provider	Checkin Time	Status	Room	Checkout	
Gary Smith	DEMPRVLN123 DEMPRVF N	08:21 AM	<b>Check In</b>		<b>Check Out</b>	
Test Atest	DEMPRVLN123 DEMPRVF N	08:19 AM	<b>Ready for check-out</b>	2	<b>Check Out</b>	

5. Click on **'Check Out'** and you will get below Screen

**Checkin Checkout**

Patient Name: Test Audi

**Patient Demographics**

Gender: Female

Race: not provided

Ethnicity: not provided

**Check Out Notes**

Radiology Notes:

Lab Notes:

Rx Notes:

Follow-Up Notes:

Other Notes:

**Patient Insurance**

Primary Insurance: HARMONY HEALTH MHS

Secondary Insurance:

**Checkout** **Cancel**

• Click on **'Check Out'** and you will get the details as shown below

CheckOut Patient(s)				
Patient Name	Provider	Checkin Time	Checkout Time	
Gandhi Rachana	Demo_Provider Demo_Provider De_Pr	08:58 AM	09:03 AM	
Smith Gary	DEMPRVLN DEMPRVF N	11:51 AM	12:08 PM	

6. Filter the appointment data by selecting the Filter.
7. Click on icon to download the report in Excel format.
8. Click on icon to download the report in PDF format.
9. Click on icon to open the User Guide of Dashboard Checked-In-Out.

## Check in out Report

- Path: **"Report>>Check in out Report"**
- After clicking on Check in out Report, we will get the below screen

From* 04/10/2018 To* 04/17/2018 Patient: Select Patient Provider: Select Provider Search Cancel							
Date	Patient Name	Provider Name	Current status	Total wait time	Time spent with MA	Time spent with Prov	Total time in clinic (Checkin to checkout)
05/07/2019	H H	Demprvfn Demprvfn	<b>Check Out</b>	2 min	0 min	2 min	23 min
05/06/2019	Test Audidem	Demprvfn Demprvfn	<b>Check In</b>	0 min	0 min	0 min	0 min
05/06/2019	F F	Darshana Sheth	<b>Check Out</b>	29 min	0 min	0 min	327 min
05/06/2019	Zeel Zeel	Demprvfn Demprvfn	<b>In Progress Provider</b>	24 min	0 min	0 min	0 min



1. Select From Date.
2. Select To Date.
3. Search and Select for the Patient.
4. Select the Provider.
5. Click on '**Search**' to search for the filters applied.
6. Click on '**Cancel**' to clear all the filters.
7. Click on  icon to download the data in Excel Format.
8. Click on  icon to download the data in PDF Format.
9. This segment will display all the time records for the particular appointment selected.