

**CLOCK IN**  
833.655.6804

- Enter ID
- **1** to confirm / **2** to re-enter
- **Press 1** to clock in, or listen for name and **press corresponding number Press 1** to confirm and clock in

**TAKE BREAK**  
833.655.6804

- Enter ID
- **1** to confirm / **2** to re-enter
- **Press 1** to confirm patient name
- **1** to start break / **2** to end break

**CLOCK OUT**  
833.655.6804

- Enter ID
- **1** to confirm / **2** to re-enter
- **Press 1** to confirm patient name
- **2** to end shift and answer tasks

You will hear several tasks announced and you need to answer accordingly:

**Press 1** task performed

**Press 2** not performed

**Press 9** repeat the task

If you **Pressed 2** (not performed), you will need to indicate a reason code as to why task wasn't completed:

**Press 91** task just wasn't completed

**Press 92** patient declined (to have task done)

**Press 93** patient completed (on their own)