

Topic: Overnight nurses may not be able to clock out

Issue: A shift that starts prior to midnight does not show in the schedule list after midnight.

Solution: If you need to clock out and you do not see your current shift in the schedule list you must change the START date to the previous day, then click the find button...

- 1.) Click the calendar icon to the right of the START date field.
- 2.) In the pop-up calendar select the day the overnight shift STARTED.
 - a. In this example we selected 5/14/23.
- 3.) Click the Find button.
- 4.) You should now see the current shift in the schedule list, select the one you are currently working, and you will be able to clock out.

The screenshot displays the CareVoyant Clinical Notes Manager interface. At the top, the CareVoyant logo is on the left, and user information for JESSE BARNES (NO PLACE LIKE HOME) is on the right. Below the navigation bar, there are tabs for Care Plan, Care Plan - Aide, Care Summary, Certification, Clinical Summary, CV Docs, and eFax Inbound Mgr. The main area shows search filters for Patient, Employee (00000016 - BA), Start Date (05/15/2023), End Date (05/15/2023), Note Type, and Note Status (New, In Progress). A calendar pop-up is open for May 2023, showing the date 14 circled in red. The 'Find' button in the search bar is also circled in red. Below the calendar, there is a table with columns for Patient, Note Name, Note D, Physician, Employee, Dis, TA, PL, SI, PA, and RG. At the bottom, there are buttons for Legends, Drug Alerts, Add Note, Change Note, Sign, Re-Sign, Inactivate, View & Print, View & Print All, and Refresh PDF.