VEIP On-Site Staff: Check In/Check Out

This cheat sheet will assist testing site staff in checking in/checking out patients.

Checking In a Patient

1. Log into Scheduling tool
   - Go to scheduling.crisphealth.org
   - Log in using Email address and Password. Choose the VEIP site you are at that day

2. Find Daily Schedule
   - Click List Icon (dots with 3 lines)
   - View all scheduled patients:
     - Status=All; Location=Current VEIP location; Date=Today’s date
   - Click Expanded for full demographics
   - Click Run

3. Check in Patient
   - Find patient who needs to be checked in
   - Click “Check In” on that row
   - Verify information and click “Check In”
   - Return to Main Menu by click “Testing Scheduling Center” at top left
   - Repeat steps 2-3 for each patient

Checking Out a Patient

1. Log into Scheduling tool
   - Go to scheduling.crisphealth.org.
   - Log in using Email address and Password. Choose the VEIP site you are working at that day

2. Find Daily Schedule
   - Click List icon (dots with 3 lines)
   - View all scheduled patients:
     - Status=Checked In; Location=Current VEIP location; Date=Today’s date
   - Click Expanded for full demographics
   - Click Run

3. Check Out Patient
   - Find patient who needs to be checked in
   - Click “Mark Test Complete” on that row
   - Verify information and click “Mark Test Completed”
   - Return to Main Menu by click “Testing Scheduling Center” at top left
   - Repeat steps 2-3 for each patient