Patient Check In
Log in to the scheduling platform at scheduling.crisphealth.org, then from the drop down menu, select the appropriate site that you’re stationed to work.
Accessing Patient List

Click the green checkmark at the top of the screen to access the patient list.
Set the dropdowns at the top of the screen to: Status = All, Location = Current Location, Date = Today’s Date. Then click “Run”.
Completing Check In

Confirm the patient's information then click “Check IN”.

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**Patient Check In**

- **Patient Name**: Test Patient/Grape
- **Gender**: Male
- **DOB**: 01/01/1984
- **Patient Email**: ryan.bramble@criphealth.org
- **Patient Cellphone**: 555-555-5555
- **Doctor Name**: 11111
- **Doctor Organization**: AAMC
- **Doctor Cellphone**: 111-111-1111

**Acommodations**

**Kit ID**

**Check In Notes**

**Testing Notes**

**Generate Authorization**

**Check In**
Click “Testing Scheduling Center” at the top left to return to the main menu.
Patient Check Out
1 **Logging In**

Log in to the scheduling platform at scheduling.crisphealth.org, then from the drop down menu, select the appropriate site that you're stationed to work.
Accessing Patient List

Click the green checkmark at the top of the screen to access the patient list.
3 Setting Search Filters

Set the dropdowns at the top of the screen to: Status = All, Location = Current Location, Date = Today’s Date. Click “Run” then “Mark Test Complete”.

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Once the patient’s test has been administered, confirm the patient’s information then click “Mark Test Completed”.

4 Completing Check Out
Click “Testing Scheduling Center” at the top left to return to the main menu.