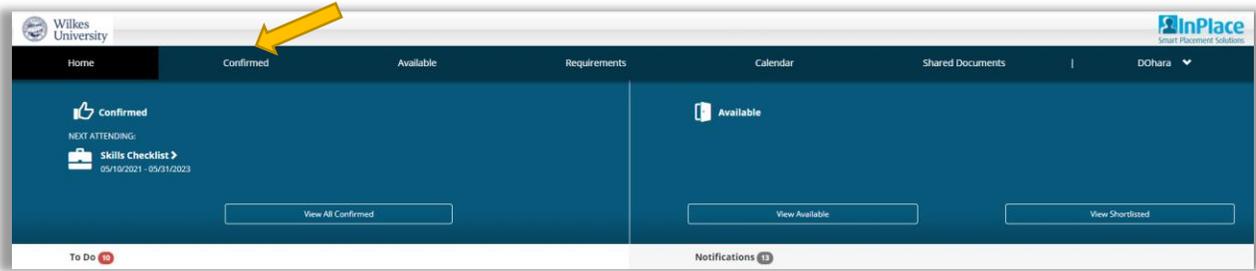
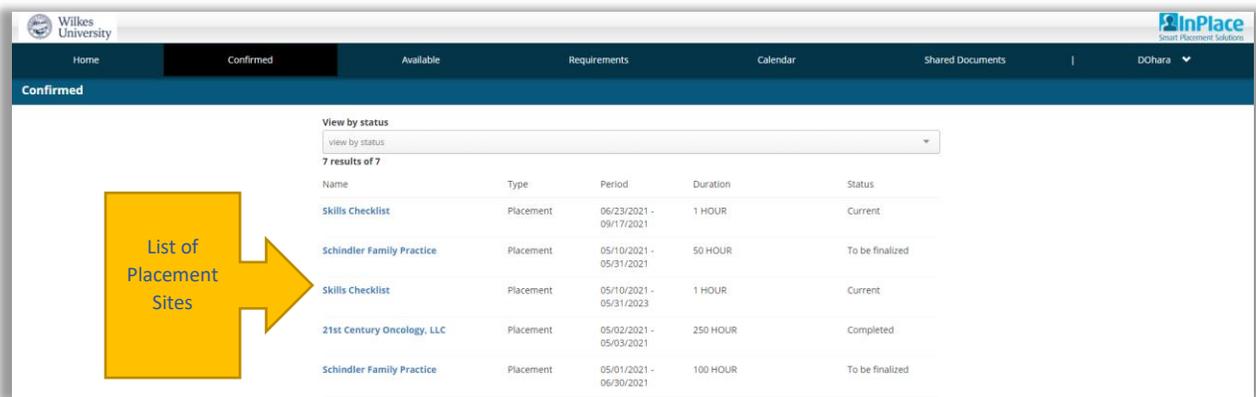


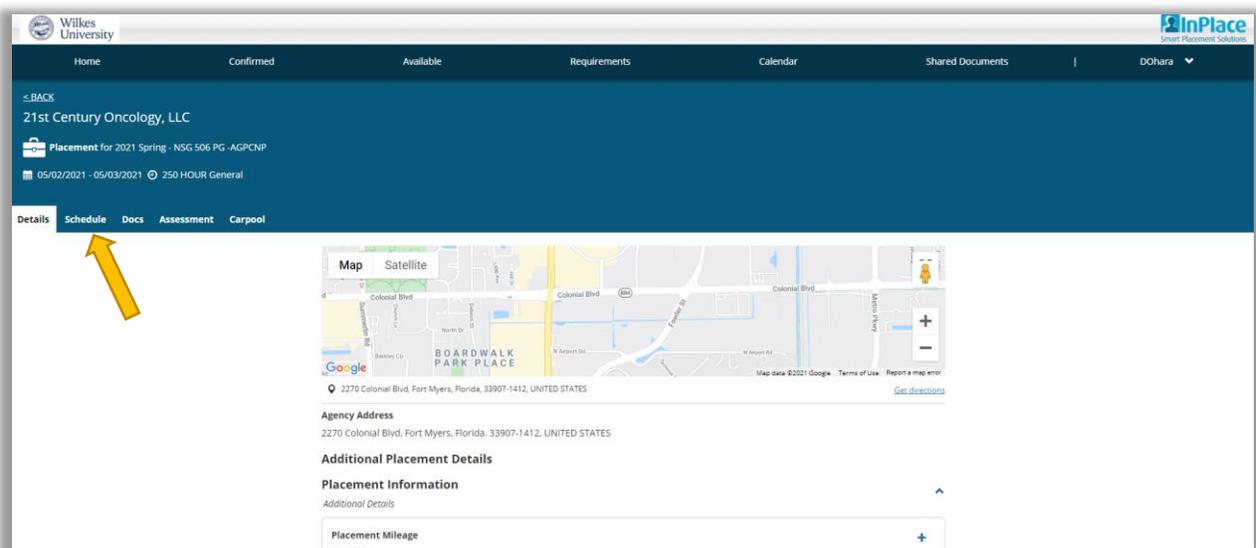
1. On the main page, navigate to the “Confirmed” Page.



2. The “Confirmed” Tab will have a list of your placements. Click on the specific placement you are trying to document hours or patient encounters.



3. When you click on a specific site, it will take you to the “Details” tab for that location. Click on the “Schedule” tab.



- The schedule tab should show you a list of days and shifts you are working at the site if you have added days to your schedule. If you have not, you can click the “Add Day to Schedule.” The green circle indicates if the hours have been confirmed as complete.

Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
03/22/2021	21st Century Oncology, LLC	08:00 - 23:59			No			
03/30/2021	21st Century Oncology, LLC	12:00 - 15:00	3		No		Draft	
04/15/2021	21st Century Oncology, LLC	09:00 - 14:00	5		No		Draft	
06/24/2021	21st Century Oncology, LLC	08:00 - 14:00			No			

- A pop up window will appear to add the date, start time, and end time. After you hit save, it should appear in your list.

- If you are trying to log hours or patient encounters, you will need to click on the little blue icon called the “Log Book” on the far right column under “Action” for the specific day you want to log the specific interaction.

Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
03/22/2021	21st Century Oncology, LLC	08:00 - 23:59			No			
03/30/2021	21st Century Oncology, LLC	12:00 - 15:00	3		No		Draft	
04/15/2021	21st Century Oncology, LLC	09:00 - 14:00	5		No		Draft	
06/24/2021	21st Century Oncology, LLC	08:00 - 14:00			No			

- When you open the Log Book for a specific day, it will show you a Timesheet with the start and end time. The Sessions are where you can log specific patient encounters or when you consulted with your preceptor. You will fill out multiple sections per session: Activity, Patient Demographics, Clinical Information, etc. You will indicate the specific amount of time you spent at that encounter as well. At the bottom, you can add another Session if you need to list multiple patient encounters. You click Save at the bottom when you have entered all the details.

**InPlace** LEAVE LOG BOOK DOhara Saved 15:42

Ima Student  
2021 Spring - NSG 506 PG-AGPCNP  
21st Century Oncology, LLC  
Mar 30, 2021  
12:00 - 15:00  
Draft  
Total Time: 01:00 hrs  
Session 1 01:00 hrs

### Timesheet

Start Time \* 12:00 End Time \* 15:00 Break Hours 00:00 hrs

Comment  Absent

Documents (0)

Attended Hours : 03:00 hrs, Tuesday

#### Session 1

**1 Activity**

Activity Category *	Activity *	Additional Comment	Activity Time *
Duration of Patient Encounter	Shared (< 50%)		01:00 hrs
			00:00 hrs

+ Add Activity Total Time: 01:00 hrs

**2 Patient Demographics**

Age (in years) \*  
Gender \*  
Insurance

Reset Copy Session Add Session Log Book day Save Submit