Signing-in and signing-out of Epic at the start and end of your shift is important to keep the treatment team up-to-date. Signing-in provides the funtionality to have your assigned pateints populate on the Patient Brain.

Signing-in enables RNs to
- Indicate the length of their sift with a start and end time
- Automatically add themselves to the patient's treatment team
- Populate patients to the Brain mini tab workspace
- Be automatically removed from the patient treatment team three hours after the end of the shift if they do not sign out before they leave

Signing-out enables RNs to
- Immediately remove themselves from the patient's treatment team
- Keep the patient treatment team up-to-date

Sign-in at the start of your shift
Log into Epic with your user ID and password. Indicate which department you are working in for the day. The department will configure the reports and documentation tools you will need to care for the patient.

After you log into Epic create a patient assignment using the Sign In / Sign Out buttons.
1. Enter shift start and end times using the 8/12 hr. buttons.
2. Enter the Unit you will be working on to display the unit census hyperlink.
3. Click the hyperlink to display the unit census.
4. Select the checkbox next to the patients to whom you are assigned to add yourself to the patient's treatment team. Charge RNs can select all the patients on the unit to create a unit census in the home workspace.
5. Select Sign-in. The assigned patients should display on in your home workspaces. When you sign-in, you create a My Patient List and a Unit List.

My units and my patient lists
Epic creates your patient lists when you sign in. After you have assigned yourself to a patient's treatment team, the selected patients will appear on your My List.
- The Unit List populates the census for the department that you indicate.
- Select My Unit List to view all the patients on the unit for whom you are signed into.

Remove yourself from the patient treatment team
To remove yourself from at patient's treatment team at the end of you shift, select the Sign-0ut button in the toolbar. If you do not sign out at the end of the shift, Epic will automatically un-assign you from the patient's treatment team three hours after the shift end-time.

1. From the My Patient List, right-click on the patient's name for whom you will no longer be caring.
2. Select "End My Assignments."
3. The patient will no longer display on your My Patient List.
NOTE: View the members of a patient's treatment team in the Treatment Team section of the Overview report.