
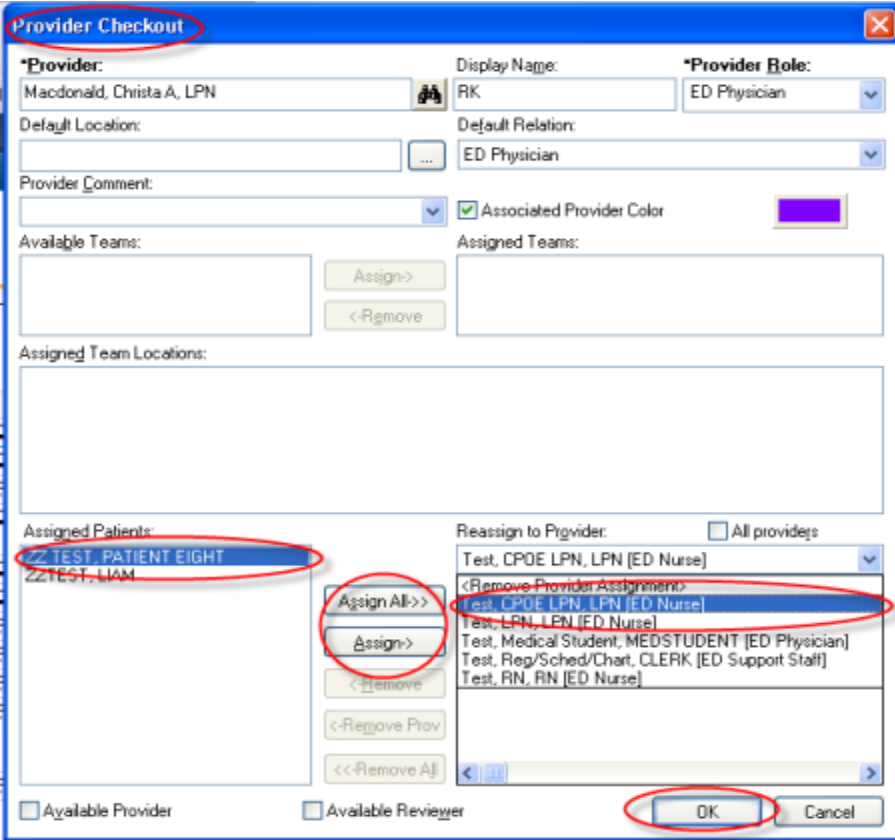


## Checking Out: End of Your Shift

**Provider Check Out** – this functionality allows you to remove yourself as an available provider at the end of your shift.

1. At the FirstNet Organizer, click on the Provider Check Out icon. 
2. Verify that the upper left corner of the window is titled Provider Check Out.
3. Any patients assigned to you will display in the Assigned Patients area in the lower left hand section of the window. You can remove your provider assignment from these patients or re-assign the patients to another provider.
4. First, click on the Reassign to Provider field down arrow and select a Provider from the list. Then, click on the patients in the Assigned Patients area you want to assign to this provider. Click on Assign. Repeat for another provider until all patients are assigned. If you are assigning all patients to a single provider, click on the Assign All button.
5. Click OK.



The screenshot shows the "Provider Checkout" dialog box. The window title is "Provider Checkout". The "Provider" field is set to "Macdonald, Christa A, LPN". The "Display Name" is "RK". The "Provider Role" is "ED Physician". The "Default Location" is empty. The "Default Relation" is "ED Physician". The "Provider Comment" is empty. There are "Available Teams" and "Assigned Teams" sections, both empty, with "Assign" and "<Remove" buttons. Below is "Assigned Team Locations", which is empty. The "Assigned Patients" section lists "ZZ TEST PATIENT EIGHT" and "ZZTEST, LAM". The "Reassign to Provider" dropdown is open, showing a list of providers: "Test, CPQE LPN, LPN [ED Nurse]", "<Remove Provider Assignment>", "Test, LPN, LPN [ED Nurse]", "Test, Medical Student, MEDSTUDENT [ED Physician]", "Test, Reg/Sched/Chart, CLERK [ED Support Staff]", and "Test, RN, RN [ED Nurse]". The "Assign All" button is highlighted. At the bottom, there are checkboxes for "Available Provider" and "Available Reviewer", and "OK" and "Cancel" buttons.