## Care Aware Staff Link

## Log in using Millennium Username and Password:



0	<u> </u>
	CareAware <b>iAware</b> ™
	Username:
	Password:
	Domain:
	solution 👻
	OK Cancel
The system should o	nly be accessed by authorized users.

## Assignment Tab Overview:

itattLink			Reset P	Perspective 🔛 📓 👶 🖉 no patier
History			00.25.2015 ¥ 1520-20451M-2010 Male	
	Parata and a second	Today e P Thoday, 7		
Provider List	6CNTRL Backup		6100 - A	6101 - A
Provider Type/Name & J () Recent 10019492/auder Abraham, Rober Balley, Lauren Camper, Fanie Certer, Crime Certer, Crime Certer, Crime Digregorio, Jay Test, Cl Current	Patient Name Room Number		650) - A	6101-A
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Secondary Assid	nment (right)			
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BAP 131 HOSPITAL > Biplint Hospital > 0CN1	a .	reasy • • • • • • • • •	101120, 2013 a 1000-0713/Innovember	
Provider List	Assignments   Unit	10	6100 - A	6101 - A
Pennider Tune/Name 🛤 🖬 🕅	OCHINE BACKUP			
Recent	Assignr	ment Location	(left)	
Abraham, Rober	Assign	ment Date (m	iddle)	
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Conner, Tina Deck Denis	Assign	nent onnt (ng	jiii)	
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Current Caprograt, Ranir 3	Capmgmt, Rnnineteen	.0		
No Favorite Roles S	•	•		



\*Staff assignments must be created in Stafflink to carry over into other assignment tools ie. CareCompass and the Careview Dashboard. If this step is skipped you will not see assignments on your dashboard or CareCompass.

- Assignment Location List of possible locations to make assignments.
- Assignment Date Date that assignments will be or have been made.
- Assignment Shift Shift that assignments will be or have been made.
- Staff List Displays staff that have be assigned for the selected shift time.
- Primary Assignment Displays the Staff assigned as the primary care provider for that patient/location.
- Secondary Assignment Displays the Staff assigned as the secondary care provider for that patient/location.

Set up Locations for Assignment Location Drop Down - The assignment location drop down is used to select the location that assignments will be made for. This is a one time setup

iAware	Personalization
Pre	eferences
Exi	t

- 1. Click on iAware.
- 2. Select Preferences.
- 3. Select Stafflink.
- 4. Select Favorites Location.
- 5. Select the Facility.
- 6. Select the Unit.
- 7. Click OK





Set up Roles for Assignment Provider List- The assignment Provider List drop down is used to select assigned staff by role for a selected shift.





- 1. Click iAware.
- 2. Selcet Prefernces.
- 3. Select StaffLink.
- 4. Select Favorites Role.
- 5. Check the appropriate box.
- 6. Click OK.

**Making Assignments -** This section will show how to assign staff to a particular location.

1. On the Assignments Tab select the appropriate Location, Day and Shift.

Assignments 🛛 🕛 History		<u> </u>
RAPTIST HOSPITAL > Baptist Hospital > 6CNTRL	Today	- 🧉

2. Select the provider from the Provider List on the left.

Provider List			
۹ 🛛			
Provider Type/Name	22	*	8
Recent			
10019492Laudencia, Reynol			
Capmgmt, Rneighteen			
Capmgmt, Rnfifteen			
Capmgmt, Rnfour			
Capmgmt, Rnnine	1		
Capmgmt, Rnnineteen			
Capmgmt, Rnsix			
Cerner, Cerner			
Digregorio, Jay			
Test, CI			
Current			
10019492Laudencia, Reynol			
Capmgmt, Rnnine	1		
No Favorite Koles Selected			

- 3. Two options for assigning staff to a location.
  - a. Select provider and drag to the desired location.
  - b. Select provider and then click on the people icon of desired location.

CMDirec	tFifty, CMTestFity	6108 - A
	Capmgmt, Rnnine	0

**Assign Communication Device to Staff -** This section will describe the steps to assign a communication device to a provider

- 1. Select the provider to assign device to and then right click on provider name.
- 2. Then select 'Manage Communication Device'. The Device Assignment Manager will be displayed.



Manage Communication Device	>
Send Message	
Notes	
On Break	

- 3. Select the device in the Available Devices list on the left or narrow down the list by typing in device name at the top in the search box.
- 4. Once the correct device is selected, click on the Assign Communication Device button. The assignment is made and the device will now appear on the right in the Assigned Devices list.

		Device Assignm	ient Manager			
Available Devices			Providers			
Search All Available Devices			Search All Providers			
Name	Number	Type *	Name			
All			Current			
10237	10237	Ascom	Abraham, Robert			
10256	10256	Ascom	Capmont, Rneigh			
1230	1230	Ascom	Recent			
1851	1851	WLAN-1	10019492Laudienc	ia, Reynold		
1895	1895	WLAN-1	Abraham, Robert			
1942	1942	WLAN-1	Bailey, Lauren			
4000	SEP0021553EBF54	Cisco	Capmont, Ronin			
4001	SEP00269946CESE	Cisco	Cerner, Cerner			
4002	SEP0026C8009902	Gisco	Conner, Tina			
8500-test	8500	DECT-2	Deck, Denis			
8585	8585	DECT-2	Digregorio, Jay			
			Test Cl			
BH NICU 2006	2106	DECT-2 +	Test, Cl gn Communication Device			
BH NBCU 2106 Anugned Devices	2106	DECT-2 •	Test, Cl		_	
BH NECU 2106 Ansigned Devices Search All Assigned Devices Provider Name	2106 Provider Role	DECT-2 • Note: Dermanent Air Device Name	Test, Cl gn Communication Device Device Number	Device Type	Duration	Unassign
BH NECU 2106 Anupred Devices Search All Assigned Devices Provider Name. All	2106 Provider Role	DECT-2 - Mark Promanent Arr Device Name	Test, Cl gin Communication Device Device Number	Device Type	Duration	Unessign
BH NICU 2006 Assigned Devices Search All Assigned Devices Provider Name All Digregorie, Jay	2106 Provider Role DBA	DECT-2 - Mark Parmament Ass Device Name 10260	Test, Cl gn Communication Device Device Number 10260	Device Type Ascorn	Duration Swift (06-30 - 19-00)	Unassign
BH NICU 2106 Anigned Devices Search All Assigned Devices Provider Name All Digregoria, Jay Baker, Binn	2106 Provider Role DBA DBA	DECT-2 - Mark Permanent Arr Device Name 10260 1001	Test, Cl gn Communication Device Device Number 10260 1001	Device Type Ascom Cisco	Duration Swift (06-30 - 19:00) Swift (06-30 - 19:00)	Unassign
BH NICU 2006 Assigned Devices Search All Assigned Devices Provider Name All Digregoric, Jay Baker, Brian Abraham, Robert	206 Provider Role DBA DBA STHS-Physician	DECT-2 - Intark Permanent Ann Device Name 10260 1001 10239	Test, Cl gn Communication Device Device Number 10360 1001 10239	Device Type Ascom Cisco Ascom	Duration Swit (06:30 - 19:00) Swit (06:30 - 19:00) Swit (06:30 - 19:00)	Unessign O O O
BH NICU 2006 Assigned Devices Search All Assigned Devices Provider Name All Digregorie, Jay Bake, Binn Abaham, Robert Cenne, Cenne	206 Provider Bole DBA DBA STH5-Physician DBA	DECT-2 - Mark Permanent Ann Device Name 10280 1001 10239 10224	Text, Cl ym Communication Device Device Number 10360 1001 10239 10234	Device Type Ascorn Cisco Ascorn Ascorn	Duration Switr (06-30 - 1900) Switr (06-30 - 1900) Switr (06-30 - 1900) Switr (06-30 - 1900)	Unassign O O O O
BH NICU 2106 Assigned Devices Search All Assigned Devices Provider Name All Digregorie, Jay Bake, Brian Abraham, Robert Cenne, Cenne Deck, Denis	206 Provider Role DBA DBA DBA DBA DBA	DECT-2 - INSult Permanent Ann Device Name 10280 1001 10239 10244 10242	Text, Cl grs Communication Device Device Number 10080 1001 10339 10204 10204	Device Type Ascom Cisco Ascom Ascom Ascom	Duration Swith (06:30 - 1300) Swith (06:30 - 1300) Swith (06:30 - 1300) Swith (06:30 - 1300) Swith (06:30 - 1300)	Unassign O O O O O O
BH NCU 2106 Augused Dexxes Search All Assigned Dexices Provider Name All Dispepsis, Ry Bake, Bian Abaham, Robert Cerret, Cemer Deck, Denis	204 Provider Role DBA DBA STH-5-Physician DBA DBA DBA	DECT-2 - INDex Parmaneter Ann Desice Name 10280 1029 10292 10244 10242	Tex, Cl ayn Cennmunication Device Device Number 10080 1001 10239 10244 10244	Device Type Ascom Cisco Ascom Ascom Ascom	Duration Swite (06:30 - 19:00) Swite (06:30 - 19:00) Swite (06:30 - 19:00) Swite (06:30 - 19:00) Swite (06:30 - 19:00)	Unassign O O O O
BH NBCU 2106 Anugred Droven Search All Assigned Devices Provider Name All Digregosis, Iny Bake, Bian Abaham, Robert Cenner, Cenner Deck, Denis	206 Provider Role DBA DBA STR-5-Physician DBA DBA	DECT-2 - Indick Parmanetti Ann Device Name 10280 1001 10294 10242	Tex, Cl gan Communication Devices Device Number 10360 1001 10239 10234 10234	Device Type Ascom Cisco Ascom Ascom	Duration Swite (06-30 - 19-00) Swite (06-30 - 19-00) Swite (06-30 - 19-00) Swite (06-30 - 19-00) Swite (06-30 - 19-00)	Unestign O O O O O
BH NCU 2106 Asigned Dovice Search All Assigned Devices Provider Name All Dispepsies, py Bake, Binn Abraham, Robert Comer Deck, Devis	204 Provider Role DBA DBA STP6-Physician DBA DBA	DECT-2 • Mark Permanent Device Name 10280 1001 10239 10244 10242	Test, Cl. gen Communation Device Device Number 10080 1008 1008 10084 10044 10044	Device Type Ascom Cisco Ascom Ascom	Duration Switt (06:30 - 1940) Switt (06:30 - 1940) Switt (06:30 - 1940) Switt (06:30 - 1940) Switt (06:30 - 1940)	Unassign O O O O O O
BH NBCU 2006 Anugored Droces Search All Assigned Devices Provider Name All Digregosis, Iny Bake, Bian Abaham, Robert Cenner, Cenner Deck, Denis	204 Provider Bole DBA DBA DBA DBA DBA	DECT-2 • Inflatil Provinsioni Device Name 10080 10091 10299 10244 10242	Tes, Cl gen Communication Device Device Number 10396 1039 10394 10344 10342	Device Type Ascom Circo Ascom Ascom	Duration Suft (963) - 13001 Suft (963) - 13001 Suft (963) - 13001 Suft (963) - 13001 Suft (963) - 13001	Unessign O O O O O O
BH NBCU 2006 Assigned Divorse Search All Assigned Devices Provider Name All Digregories, Jay Bakes, Brain Abeshum, Schert Cesh, Denis	206 Provider Role DBA DBA DBA	DECT-2 • Infank Providentief Acr Device Name 10080 1001 10239 10244 10242	Test, Cl Genice Number 10380 1009 1039 10394 10342	Device Type Ascom Cisco Ascom Ascom Ascom	Duration Shirt (06:30 - 1300) Shirt (06:30 - 1300) Shirt (06:33 - 1300) Shirt (06:33 - 1300) Shirt (06:30 - 1300)	Unestign O O O O O
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EH NICU 2206 Angered Droven Search All Assigned Devices Provider Name All Darpopris, Ry Bake, Bina And Canana, Canana Deck, Denis	206 Provider Role DBA DBA DBA DBA DBA	DECT-2 • Infank Providentiation Acri Device Name 10080 1001 10229 10244 10242	Test, Cl geo Communication Device Device Number 10380 1003 1003 1003 1003 1003 1003 100	Device Type Ascom Cisco Ascom Ascom	Duration Sum (66:30 - 1800) Sum (66:30 - 1800) Sum (66:30 - 1800) Sum (66:30 - 1800) Sum (66:30 - 1800)	Unestign O O O O
EH-NECU2308	206 Provider Role DBA DBA DBA DBA DBA	DECT-2 - Infank Pownaread Arcs Device Name 10080 1003 1003 1004 10042	Tex, Cl gen Cambrade State Device Device Number 10380 1005 1039 1039 1039	Device Type Ascom Cico Ascom Ascom Ascom	Durtion 34h (963) - 1800) 34h (963) - 1800) 34h (963) - 1800) 34h (963) - 1800) 34h (963) - 1800)	Unessign O O O O O

5. To unassign a device click on the small x to the right of the device in the Assigned Devices list on the right.

Adding a note for an individual staff - This section will describe the steps for adding a note for a provider (this can be used as a change of shift note for charge nurses)

- 1. Select the provider that a note wants to be added for and then right click on provider name.
- 2. Then select 'Notes'. The Notes view will be displayed.

Manage Communication Device
Send Message
Notes
On Break

3. Add the note in the free text area and then click the 'Add' button. Previous notes will appear below the free text area





