

## DukeShift: How to Use the Reconciliation Screen

Preassignments are

- ISRP staff working their regular schedule (not extra shifts)
- Agency staff working **any** assignment
- PRN float staff working their regular schedule (not extra shifts)

NOTE: Travelers are not tracked in DukeShift.

DukeShift assignments are:

- Shifts awarded when a staff member logs in, offers to work an EXTRA shift – the unit awards the shift – AND the staff member accepts the award
- An ISRP NCA picks up a last minute (less than 48 hours) shift in 2420 that the CSR enters directly.

TO RECONCILE SHIFTS FROM BEDFLOW OR TO MANUALLY AWARD A SHIFT TO AN NCA

- Go to the Reconciliation Tab
- Click on Reconcile/Edit Existing Shifts
- Enter at least the date of the shift and the facility. You can also enter the department.
- Choose the shift from the list.
- Then go down the page to add the name of the staff member to whom the shift is assigned.

B4-Health.com - Open Shift Fulfillment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.dukebid4health.com/HospitalAdmin/Reconciliation/EditShift.aspx?ID=2469&UnitID=3000> Go Links

Additional Shift Comments

Reconciled?

Requests

Notes Legend  
HS-Home System HF-Home System

Award Shift

Staff Professional: [Dropdown Menu]

Agency: - No Agencies -

Professional: - No Professionals -

Wage Rate: - No Wage Rates -

Reconcile/Save Shift Delete Shift Cancel Shift

Done Internet

- Save the change by clicking the Reconcile/Save Shift button.
6. Scroll back up and find the drop down for Unfilled Reason.
  7. If the CSR is entering the last minute shift for the NA, the system will marked the shift Filled by Float Pool. The CSR will need to manually change the reason to Assignment Completed. See manual change needed in step 10 as well.
  8. If you are filling in a bedflow assignment, the system will automatically fill in the reason with Filled by Float Pool, Filled by Agency, or Filled by PRN based on the JOB CODE of the employee.

NOTE: on rare occasions ISRP has a staff member that does not have a FP job code – you will have to manually change the reason from Assignment Completed to Filled by Float Pool.

9. Click the Reconcile/Save Shift button to record your changes.
10. Last step: The interface between DukeShift and ActiveStaffer will put the appropriate activity code in ActiveStaffer. For preassignments, this will be the regular activity code (ie, 7A, 0645/12) and NOT the DS activity code. If the system can not find a matching code, it will use GSA (general staffing assignment). If you manually entered a last minute assignment for an NCA in 2420, you will also need to go into ActiveStaffer and change the activity code to the DS code.

NOTE: You would follow the same steps to mark a shift filled internally as Unfilled-Hospital Filled, except you do NOT put the employee's name.

To cancel shifts from bedflow, type in the SHIFT number f

If an employee's name is missing, let Charlene or Julia know.

Call Julia or Sylvia P at 681-2484 if you have any questions.