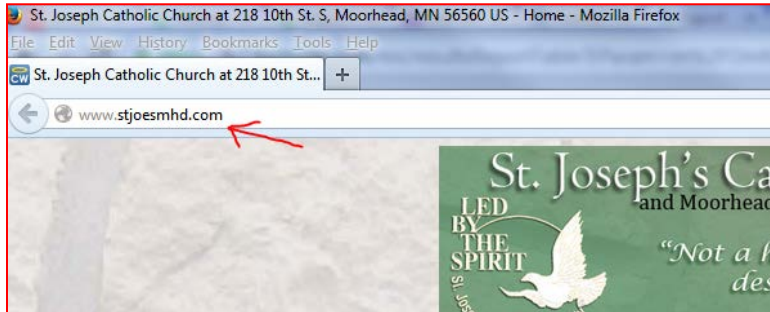


Reviewing and Documenting Hospital visits online

All Hospital Visitors Must be Safe Environment Certified prior to visiting anyone on behalf of St. Joseph's parish.

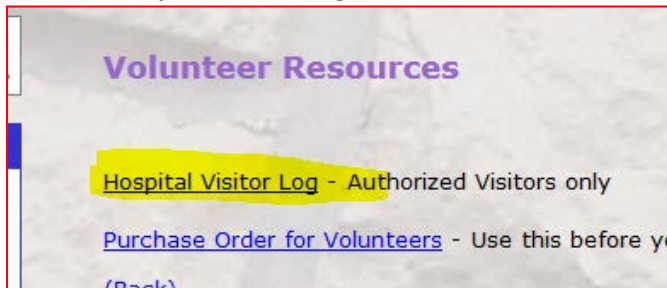
1 - Go to www.stjoesmhd.com



2 - On the Right sidebar Click **'Volunteer Resources'** in the volunteer box



3 - Click **'Hospital Visitor Log'**



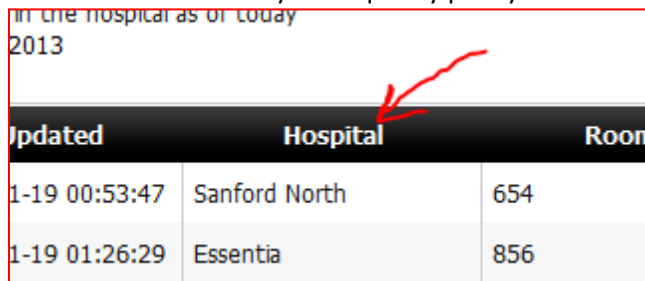
4 - Enter the password ----- (all lowercase)

4a - Sort the list by **'Updated'** by clicking the word **'Updated'** in the heading row


This will give an indication of when the information was most recently updated.

If it has not been updated today, chances are strong that the hospital has not yet verified.

4b - To Sort the list by location, simply Click the word 'Hospital' in the heading row
This will allow you to quickly plan your visit.



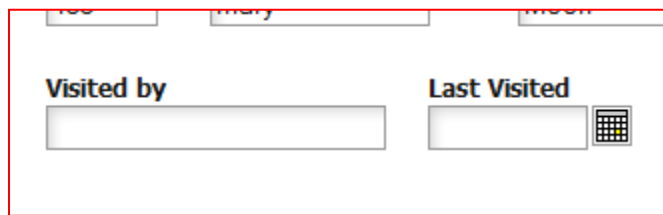
Updated	Hospital	Room
1-19 00:53:47	Sanford North	654
1-19 01:26:29	Essentia	856


5 - To Edit/update an entry, Click the pencil () at the far left of the row the parishioner's name is listed

6 - Enter Your Name in the 'Visited By' Box and Update The 'Last Visited' box to today (or yesterday if delayed in updating)

6a - Even if you only attempted a visit you should update these two items!

6b - If someone's name was on the list, type (or copy and paste) that person's name and date in the comments box



Visited by Last Visited 

7 - Change any information in need of updating (Room #, Name Spelling, etc.)

8 - Select "Left Hospital" *if* the parishioner is no longer a patient *for any reason*

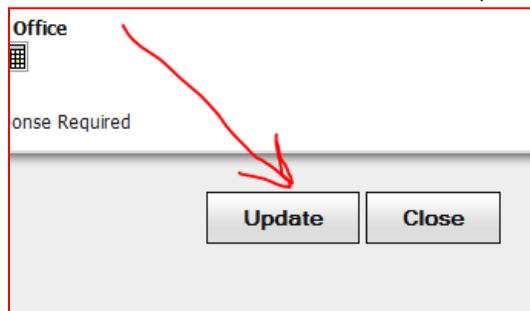
DO NOT select this option if they are scheduled to leave later that day (only if they have already been discharged).


9 - Enter any **comments** describing the patient's needs or expectations

9a - Indicate if they request being included in the 'Universal Prayers' at Mass, on the 'Prayer Chain,' or in a message to their immediate 'Neighborhood.'

9b- When updating the **Final Parishioner** you visited for the day, select '--Visit Update Complete'

10 - Move to the bottom of the window, and Click 'Update'



Office 
onse Required

11 - Repeat steps #5-11 until each visit is properly logged.

12 - Click 'Logout' in the bottom right corner of the screen and Close the window.