

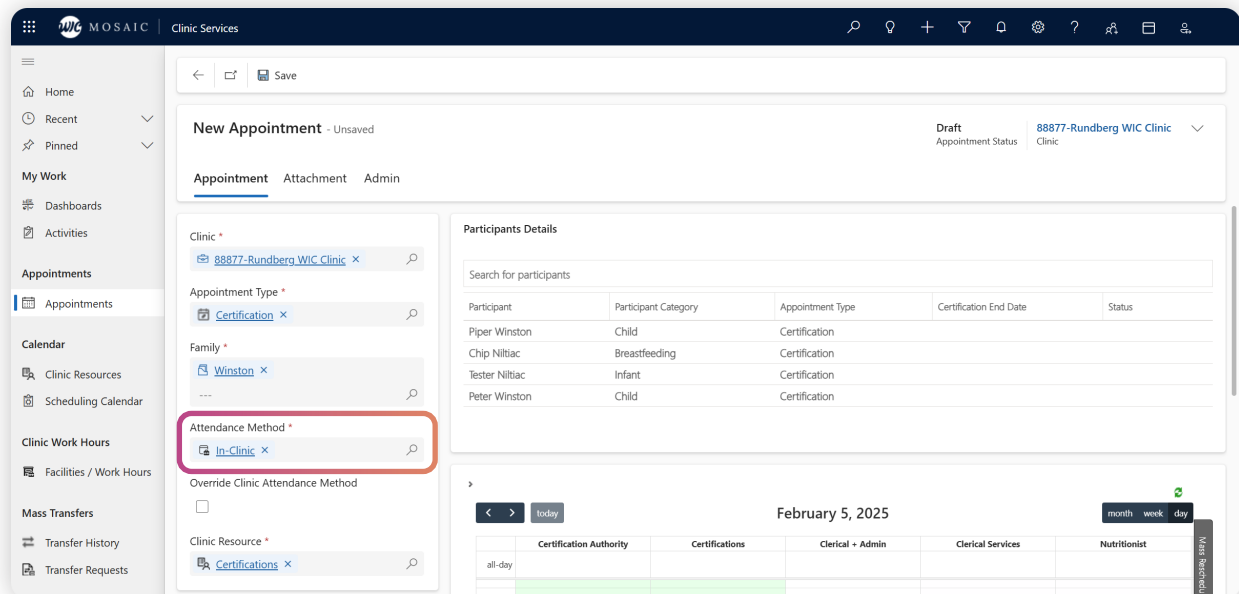
# Appointment Attendance Methods & Check-In Notifications

May 5th, 2025

How Updates Will Impact Current Clinic Workflow

**Important:** Currently, New Mexico WIC Clinics are only using the **In-Clinic** Attendance Method.

## Mosaic - New Appointment Creation Screen

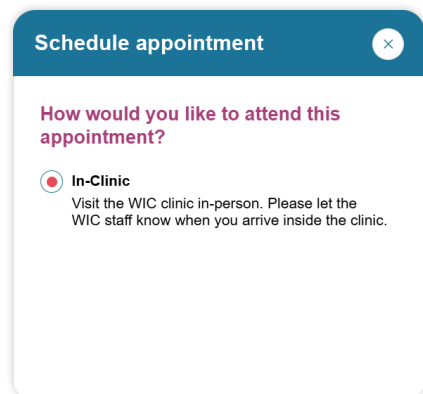


The screenshot shows the 'New Appointment' screen in the Mosaic system. The left sidebar contains navigation options like Home, Recent, Pinned, My Work, Dashboards, Activities, Appointments, Calendar, Clinic Resources, Scheduling Calendar, Clinic Work Hours, Facilities / Work Hours, Mass Transfers, Transfer History, and Transfer Requests. The main area is titled 'New Appointment - Unsaved' and includes tabs for Appointment, Attachment, and Admin. The 'Appointment' tab is active, showing fields for Clinic (88877-Rundberg WIC Clinic), Appointment Type (Certification), Family (Winston), and Attendance Method (In-Clinic, which is highlighted with a red box). Below these fields is an 'Override Clinic Attendance Method' checkbox. The 'Participants Details' section on the right includes a search bar and a table with columns for Participant, Participant Category, Appointment Type, Certification End Date, and Status. The table lists four participants: Piper Winston (Child, Certification), Chip Niliac (Breastfeeding, Certification), Tester Niliac (Infant, Certification), and Peter Winston (Child, Certification). At the bottom, there is a date selector for February 5, 2025, and a table for scheduling with columns for Certification Authority, Certifications, Clerical + Admin, Clerical Services, and Nutritionist.

The **Attendance Method** field is a required\* field and will be unlocked once the **Appointment Type** and **Participant Details** have been entered. For clinics not implementing Appointment Attendance Methods, **In-Clinic** will be the default **Attendance Method** selection.

## myWIC - Schedule Appointment Screen

myWIC users scheduling an appointment will only have **In-Clinic** available as an **Attendance Method** to choose from regardless of **Appointment Type**. All **Video Visit** appointments will be created by staff inside Mosaic.

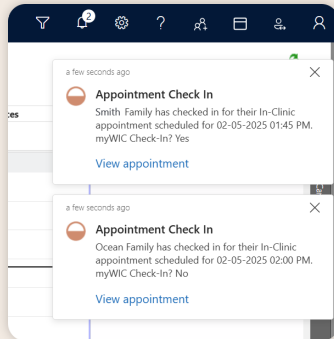


The screenshot shows the 'Schedule appointment' screen in the myWIC system. It features a title bar with a close button. The main content area asks 'How would you like to attend this appointment?' and lists two options: 'In-Clinic' (selected with a red dot) and 'Video Visit'. The 'In-Clinic' option is expanded, showing the text: 'Visit the WIC clinic in-person. Please let the WIC staff know when you arrive inside the clinic.'

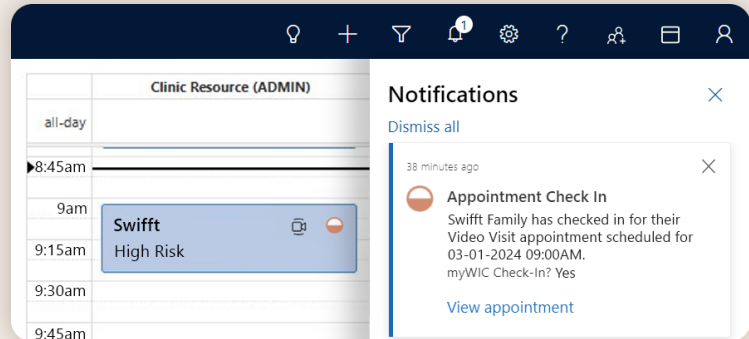
## Check-In Notification Management

Staff who are opted in will receive an on-screen notification when a participant has checked-in to their appointment using the myWIC app. The notification will only display for a few seconds, but can be accessed again in the Notification Pane.

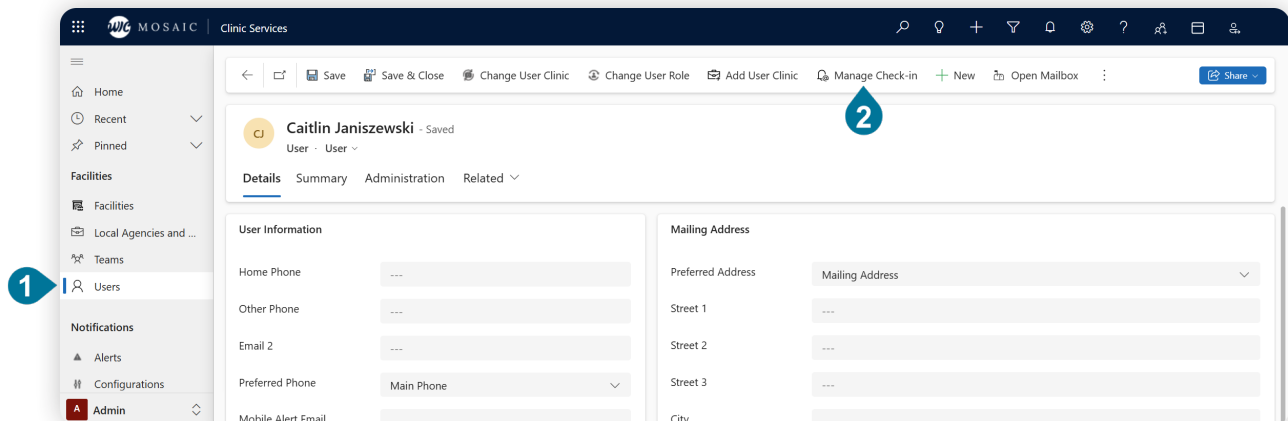
### On-Screen



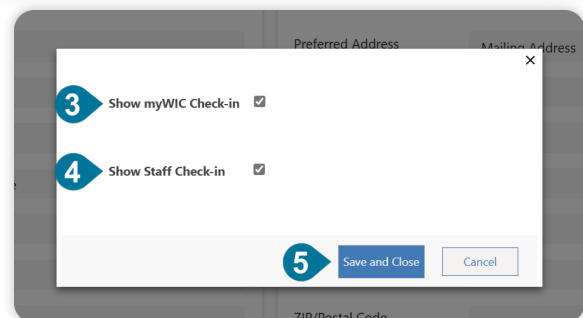
### Notification Pane



- 1 Navigate to your **User** record in Mosaic.
- 2 Select **Manage Check-in** from the Action Toolbar.



- 3 Check or uncheck the **Show myWIC Check-in** box.
- 4 Check or uncheck the **Show Staff Check-in** box.
- 5 Select **Save and Close**.



**Note:** The **Show myWIC Check-in** and **Show Staff Check-in** boxes will be checked by default.

## Check-In Statuses and Icons

### Not checked-in

9:30 am - 10:15 am  
Quintanilla - Certification




### Checked-in

9:30 am - 10:15 am  
Quintanilla - Certification




### Completed

9:30 am - 10:15 am  
Quintanilla - Certification




### Special Accommodation

Lavelle - Card Pickup

