

**Department of Health Services**  
Timothy W. Lutz  
Director



**Divisions**  
Administration  
Behavioral Health  
Primary Health  
Public Health

## County of Sacramento

**Date:** January 2, 2024

**To:** Sacramento County Emergency Medical Service (EMS) Providers and  
Emergency Department Managers

**From:** David Magnino, EMS Administrator  
Sacramento County Emergency Medical Services Agency

Dr. Gregory Kann, Medical Director  
Sacramento County Emergency Medical Services Agency

**Subject: Ambulance Patient Offload Time (APOT) Clock Stop "Button Click"**

This memorandum is being sent to all Sacramento County Hospitals and EMS Providers to request that APOT clock stop be validated by both EMS providers and nursing staff. As discussed at the APOT subcommittee in April 2023, the clock stop point is documented following an RN signature plus "button click" of a signature lock. After signing, the RN should click the lock signature button themselves to ensure accurate APOT documentation. Please see below a job aid, made by Mercy San Juan, for how this should look. This feature should be made live for all providers at all destinations by February 1, 2024.

As we continue to discuss and improve APOT in Sacramento County, we want to continue ensuring accurate data. Thank you for your support in this effort.

For questions or concerns, please contact SCEMSA at  
[SCEMSAInfo@saccounty.gov](mailto:SCEMSAInfo@saccounty.gov).

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**Division of Public Health**

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# APOT Time Trial Job Aid Sac Metro

**Transport Signatures**

+ Add

Destination/Transferred To, Name: Mercy San Juan Medical Center - MSJ

Ambulance Patient Offload (APOT) Date/Time:

Primary Caregiver Name:

Steps to follow:

1. RN receives pt from medic
2. Nurse and medic confirm destination
3. Medic adds signature box.
4. Nurse hits the time clock
5. Nurse signs
6. Nurse hits **“LOCK SIGNATURE”** button

\*\*\* the red arrows are the new processes\*\*\*

Enlarge Reset

Signature Status Signed/Not Signed?:

Signature Last Name:

Signature First Name:

Lock Signature

Date/Time Signature Locked: