



What is a block book?

Block books are shifts our Staffing Office or facility supervisors sends directly to you on the Gale App.



Your name will be attached to the shift on Integrity's, as well as, the facility's in-app Schedule.

No one else can accept a Block Book(BB) except for you. While less likely, block books can still be canceled by the facility

If you do not **Accept** or **Decline** a block book that is sent to you the shift will not appear on your "Schedule" tab.

To avoid any confusion, always respond to all block books!!.

Why? The block book with your name on it will still show up as "block book waiting" on the facilities schedule.

How to:

Accept/Decline a Block Book

1) Go to your inbox in your Gale App.



Inbox

2) Find notification and tap.

Integrity Test1

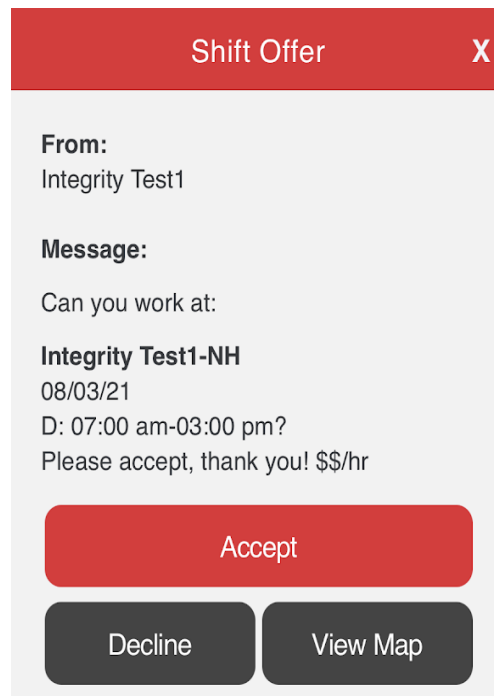
06/03/21 |
12:50 PM

Can you work a Block Booked shift at: Integrity
Test1-NH 08/03/21 D: 07:00 am-03:00 pm? Please
accept, thank you! \$\$/hr

Hint:

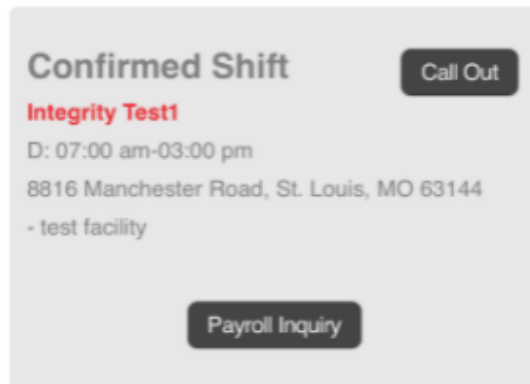
When you have lots of notifications lookout for
“Block Booked shift” vs. “Can you work at”

3) When the pop-up appears double-check that
the facility date and shift are correct!!



4) Confirm & the shift will be on your Schedule!

8.03.21



Confirmed Shift Call Out

Integrity Test1

D: 07:00 am-03:00 pm

8816 Manchester Road, St. Louis, MO 63144

- test facility

Payroll Inquiry

Note:

Once a BB is on your schedule, it should just look like a regular shift!

As always, you can check your schedule 24/7!

Remember

If you have any questions about payroll do not use Payroll Inquiry! Anything submitted there will not go to Integrity Health Group.



Contact us here

Email: ihgfastpay@gmail.com

Call Staffing: (314)260-7716

Call/Text Recruiting: (407)745-1234

Block Book FAQ

If everything is correct?

Great! Now all you have to do is **Accept** & confirm!

Block Book does not match what you agreed on?

Decline & Call the staffing office to correct that for you!

Surprise Block Book request?

Accept!

If you're 100% sure. You've made such a good impression that the facility wanted you specifically!

Decline

If you can't go. The shift is a request, not a requirement. Call IHG if that shift is coming up soon!

Change your mind?

Refresh both availability & notifications
Accept, if the shift pops up.

You don't see the shift you want in the notifications?

Call Integrity and we'll happily resend it to you if it's open!

Not interested or available?

Decline + call the Staffing Office to give them a heads up.