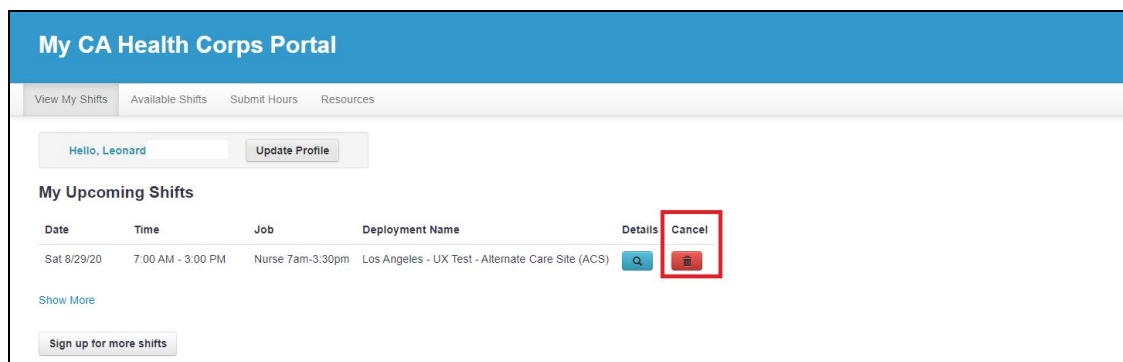


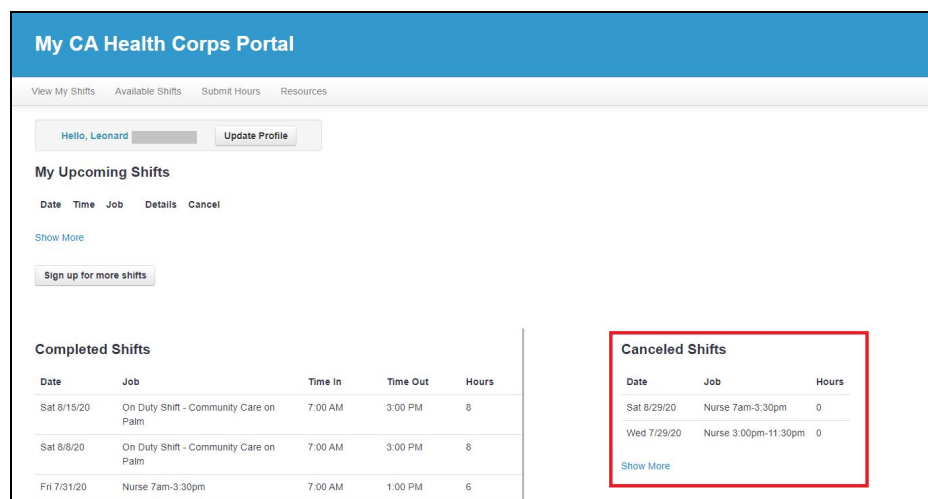
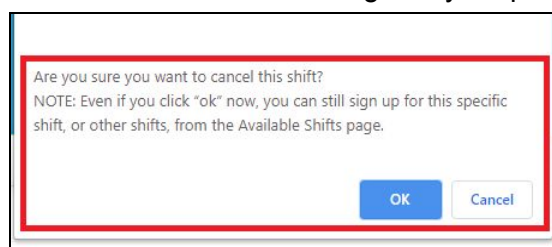
# Cancelling a Shift

**Note: Please make sure to notify the facility if you need to cancel a shift.**

1. Go to your **CA Health Corps Portal**.
2. See your **Upcoming Shifts**. To cancel a shift, click the Trash Icon next to the shift you would like to cancel.



3. You will see a confirmation pop up. Then when you **confirm the cancellation**, you will see the shift that you cancelled in the bottom right of your portal.



4. **Please contact the facility** - the contact number is listed in the facility description on the Available Shifts Page. Email [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov) to **cancel lodging**.

Please see the example below:

### On Duty Shift - Community Care on Palm

This Skilled Nursing Facility has requested licensed LVNs or RNs for direct patient care.

- If you can not make a shift please let the facility manager know right away: (951) [REDACTED]
- If you can not make a shift please also email [cahealthcorps@ems.ca.gov](mailto:cahealthcorps@ems.ca.gov) so we can adjust your schedule
- If you arrive at the facility and are having issues working there please notify the California Department of Public Health District Office right away: (909) [REDACTED]
- If you live **more than 50 miles** from the facility and need to lodging please email [cahealthcorps@ems.ca.gov](mailto:cahealthcorps@ems.ca.gov)

**Note:** Point of contact at the facility will be the Ashley [REDACTED] the Director of Nursing, (951) [REDACTED] Parking will be available behind the facility, check in at front desk.

4768 Palm Ave  
Riverside, California 92501



closed 8/13/2020 7:00 am - 3:00 pm LVN or RN Shift  
full 8/14/2020 7:00 am - 3:00 pm LVN or RN Shift  
sign up 8/15/2020 7:00 am - 3:00 pm LVN or RN Shift