

## On Call Schedule

Last Modified on 08/20/2024 2:05 pm CDT

An admin level user may have access to editing the on call schedule. Refer to your administration to verify if this is within your expected workflow.

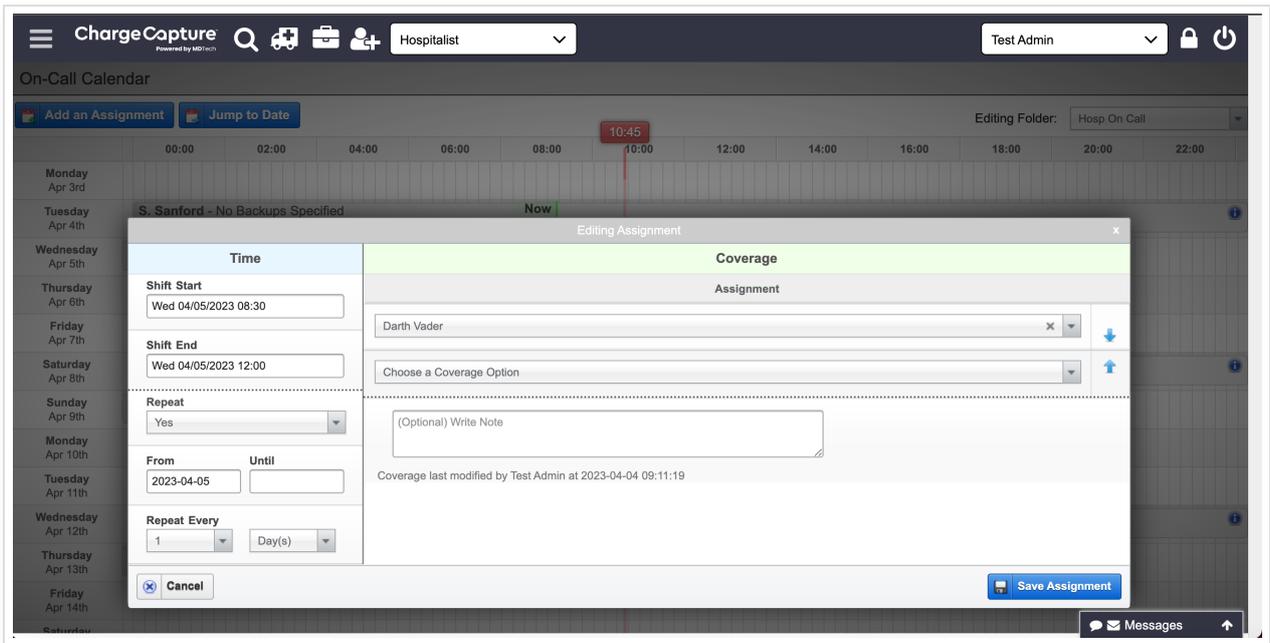
### Editing the On Call Schedule

Navigate to the on call schedule by logging into [portal.mdtech.com](https://portal.mdtech.com) and then in the menu selecting Messages > On Call Schedule > Edit Schedule. Be sure that you're viewing and editing the desired call schedule with the "Editing Folder" drop down in the upper right corner.

- An assignment block can be created on the call schedule by selecting the "Add an Assignment" button or by clicking and dragging on the schedule itself. You'll see once it's created, it populates red as it does not yet have a user assigned to it.
- To assign, edit or delete the block, double click on it. You may shorten or extend the block by clicking and dragging the end of it.

The screenshot displays the ChargeCapture On-Call Calendar interface. The top navigation bar includes the ChargeCapture logo, a search icon, a user profile icon, and a dropdown menu set to 'Hospitalist'. On the right, there is a 'Test Admin' dropdown, a lock icon, and a power icon. Below the navigation, the 'On-Call Calendar' title is followed by 'Add an Assignment' and 'Jump to Date' buttons. A red vertical line is positioned at 04:45 on Monday, Apr 3rd. A green block labeled 'Now' is visible on Tuesday, Apr 4th. A red block labeled 'Primary Not Specified - Double-Click to Edit' is visible on Wednesday, Apr 5th. A grey block labeled 'S. Sanford - S. Squarepants' is visible on Friday, Apr 7th. The 'Editing Folder' dropdown is set to 'Hosp On Call'. A 'Messages' button is located in the bottom right corner.

- Once you double click the block, you'll be able to assign a user or another folder as primary, secondary and tertiary coverage. You can also choose to repeat the block on a schedule (daily, weekly, monthly, etc). After assigning the appropriate coverage, click "Save Assignment".



## On Call Schedule Monthly View

You may view the On Call Schedule monthly by navigating in the menu to Messages > On Call Schedule > Month Summary. Select in the upper right corner the call schedule you would like to view from the drop down. From here you may print out the monthly call schedule by selecting "Print View" in the upper right corner.

| On-Call Schedule Summary  |   |   |  |   |  |   | Displayed Services: 1 of 11 Services Selected | Print View   |
|---|---|---|--|---|--|---|---|--------------|
| << March  |   |   | April 2023   |   |  |   | May >>  |              |
| Sunday  | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday  |   |              |
| 26<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                           | 27<br>Hosp On Call<br>12am - 12am<br>Hosp Doc 3<br>12am - Midnight<br>Stacy Sanford | 28<br>Hosp On Call<br>12am - 12am<br>Stacy Sanford<br>12am - Midnight<br>Hosp Doc 3 | 29<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3  | 30<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                   | 31<br>Hosp On Call<br>12am - 12am<br>Hosp Doc 3<br>12am - Midnight<br>Spongebob Squarepants  | 01<br>Hosp On Call<br>12am - 12am<br>Spongebob Squarepants<br>12am - Midnight<br>Hosp Doc 3 |   |              |
| 02<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                           | 03<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                                 | 04<br>Hosp On Call<br>12am - 12am<br>Hosp Doc 3<br>12am - Midnight<br>Stacy Sanford | 05<br>Hosp On Call<br>12am - 12am<br>Stacy Sanford<br>12am - 8:30am<br>Hosp Doc 3<br>8:30am - 12pm<br>Darth Vader<br>12pm - Midnight<br>Hosp Doc 3 | 06<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                   | 07<br>Hosp On Call<br>12am - 8:30am<br>Hosp Doc 3<br>8:30am - 5pm<br>Stacy Sanford, &<br>Spongebob Squarepants<br>5pm - Midnight<br>Hosp Doc 3 | 08<br>Hosp On Call<br>12am - 12am<br>Hosp Doc 3<br>12am - Midnight<br>Spongebob Squarepants |   |              |
| 09<br>Hosp On Call<br>12am - 12am<br>Spongebob Squarepants<br>12am - Midnight | 10<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                                 | 11<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3                                 | 12<br>Hosp On Call<br>12am - 12am<br>Hosp Doc 3<br>12am - Midnight   | 13<br>Hosp On Call<br>12am - 12am<br>Stacy Sanford<br>12am - Midnight | 14<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3  | 15<br>Hosp On Call<br>12am - Midnight<br>Hosp Doc 3   |   | Messages 1 ↑ |