

TigerConnect Physician Scheduling

Adding Jobs

Jobs are the assignments providers are given.
To add or edit a Job, go to:

Settings > Setup Information > Jobs

To delete a job, please reach out to prosupport@tigerconnect.com or call 877.435.8826.

Dashboard	Settings	Scheduling	Reports	Whiteboards
	Setup Information	Provider Types		
	Scheduler List	Facilities		
	Provider List	Skills		
	Notifications	Jobs		

NOTE: Deleting a job removes all history for that job. As a best practice, make a backup or PDF your schedule history prior to contacting support.

Adding a Job

Click **Add a Job** at the upper right corner of CallJobs or WorkJobs section, name the new job, give it an abbreviation, and a priority number to indicate the order you want the jobs viewed on your calendar. When deciding where to create Jobs, use CallJobs or WorkJobs to categorize assignments as needed, however it is not necessary to use both. Jobs can be moved to a different section by going back and Editing the Job. If you are creating a ResidentJob that will be linked to a rotation, see the next section labeled, [Adding a Resident Job](#).

Click **Save and Next** to move to the next screen. Clicking Save will finalize your selections and exit Job setup.

CallJobs

Name	Abbrev	Priority	Start	End	Tigerconnect Role
Anesthesiologist On Call AM	ANESOnCallAM	1	06:00 am	06:00 pm	Anesthesiologist (Anesthesia)
Anesthesiologist On Call PM	ANESOnCallPM	3	06:00 pm	06:00 am	Anesthesiologist (Anesthesia)
Nurse Anesthetist AM	NURSE-ANESam	5	06:00 am	06:00 pm	Nurse Anesthetist (Anesthesia)
Nurse Anesthetist PM	NURSE-ANESpm	7	06:00 pm	06:00 am	Nurse Anesthetist (Anesthesia)

Add a Job

Add Call Job > Properties

* Name

* Abbreviation

* Priority

Show Empty Assignments ☐

Tigerconnect Integration ☐

CANCEL SAVE SAVE AND NEXT

TIPS: When naming Jobs, each should have a unique name and abbreviation (ex: Anesthesiologist On Call AM/ANESOnCallAM, Anesthesiologist On Call PM/ANESOnCallPM).

When assigning priority numbers, it is recommended you give space between priority numbers to allow for future maneuverability for job priorities (ex: assign as 1, 4, 7, 10).

If your group has the **Empty Assignments** enabled to display any unassigned Jobs, go to this guide for more info:

[Empty Assignments](#)

If your group uses **TigerConnect Roles**, check the box under TigerConnect Integration. For more info, go to this guide:

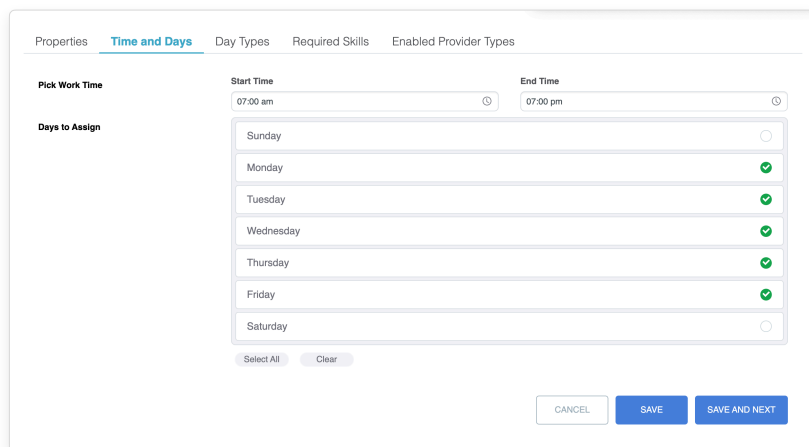
[Mapping Roles with TigerConnect](#)

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Time and Days

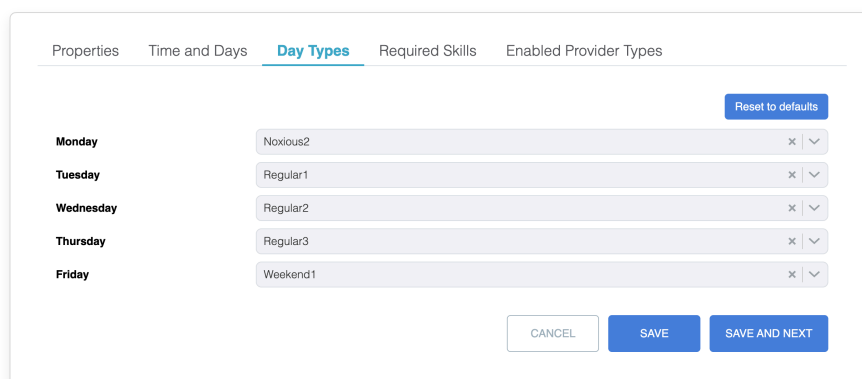
Type or use the clock icon to choose the start and end times. If typing, follow the default format exactly, including all spaces (ex: 07:00 am). Click on any days that will be assigned as workdays for this Job. At this point, you can click [Save](#) to finish setting up this Job. Clicking Save and Next will move onto optional Job setup screens.



NOTE: A 24 hour long Job should represent that time exactly (ex: Mon 06:00 am - Tue 06:00 am). Remember to keep the spacing accurate!

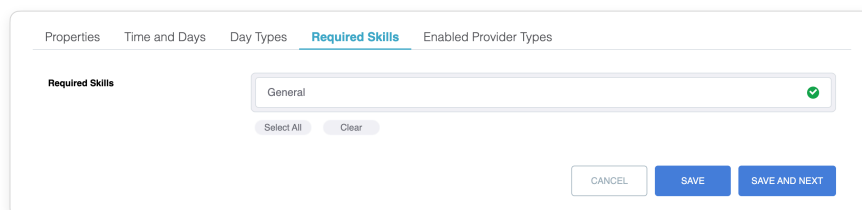
Day Types (only accessible when Editing a Job)

This section is skipped during Job setup and can only be accessed when going back to Edit a Job. This shows day types that are built into the internal algorithms of the software. **Do not change these settings.** Click Save to finish editing the Job or Save and Next to move onto the next screen.



Required Skills (optional)

During Job setup, Required Skills will appear after Time and Days. If you opt to set these up, select any applicable options and click Save to finish creating the Job or Save and Next to move onto the next screen.

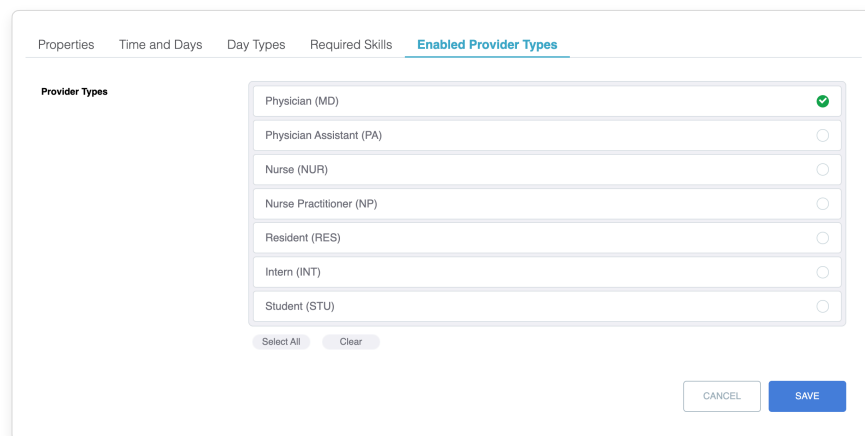


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Adding Jobs

Enabled Provider Types (optional)

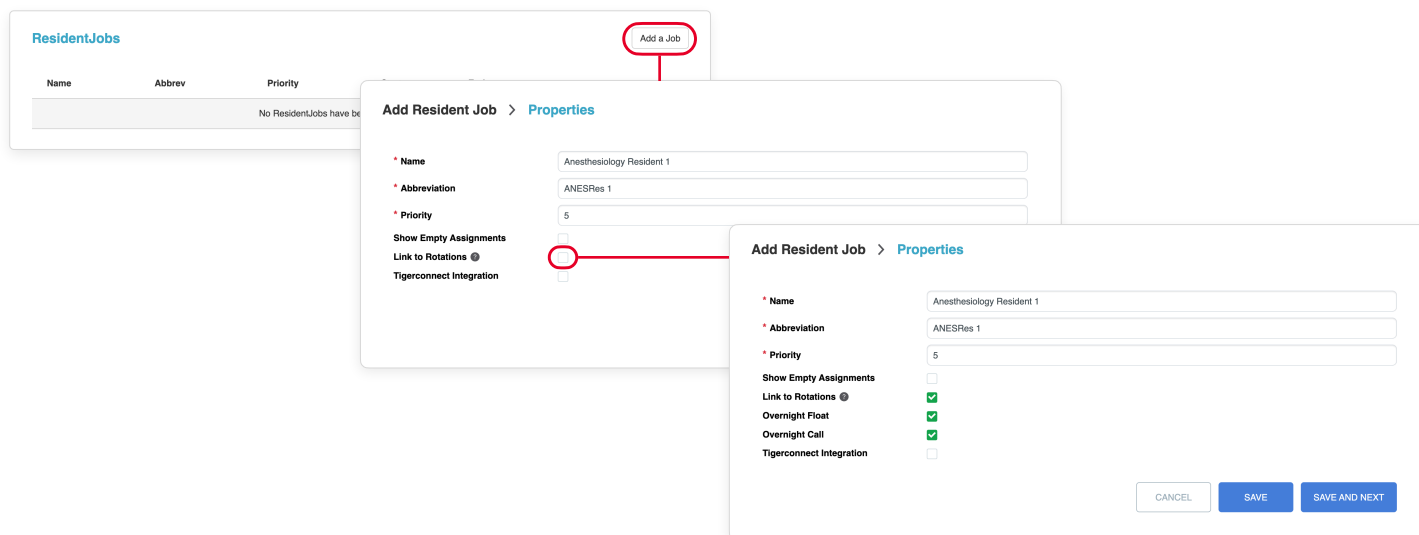
If you are setting up Enabled Provider Types with this Job, select the Provider types that can be scheduled for this Job. Depending on the responsibilities, multiple positions can staff this Job such as a Physician, Nurse Practitioner, etc. Check the boxes for the positions that qualify and click Save. For a CallJob or WorkJob setup, this will be the final step.



Adding a Resident Job

If you are adding a Resident Job for Resident Scheduling, during Job setup click Add a Job at the upper right corner of ResidentJobs section. **Only use the ResidentJob section for a Job if your schedule will be linked to a resident schedule.**

After you create a Job in the ResidentJobs section, give it a name, abbreviation and priority. You will see an additional checkbox for Link to Rotations, that when checked, will enable the options of Overnight Float and Overnight Call in Resident Scheduling.



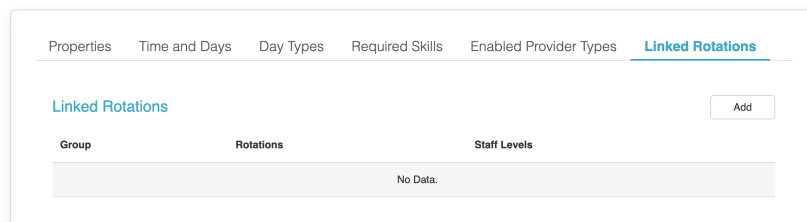
Click Save and Next to setup Time and Days for this Resident Job and click Save. As with a CallJob or WorkJob, it is optional to set up the Required Skills and Enabled Provider Types sections. If you skip those sections, you may click on the Linked Rotations tab at the top to edit rotations for this resident (*shown in the next section*).

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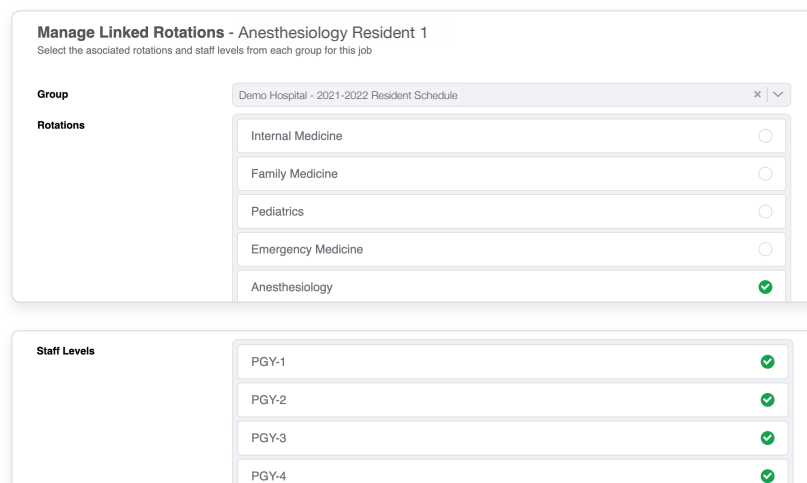
Linked Rotations *(only accessible for Resident Jobs)*

To link this Resident Job to a rotation, click Add at the upper right corner of the Linked Rotations section.



Next, add the Group this Resident Job will be associated with, what rotation in that Resident Schedule it will be linked to, and what staff years are applicable to be assigned to this Resident Job. This will be the end of the Job wizard, so click Save to finalize selections for this Resident Job.

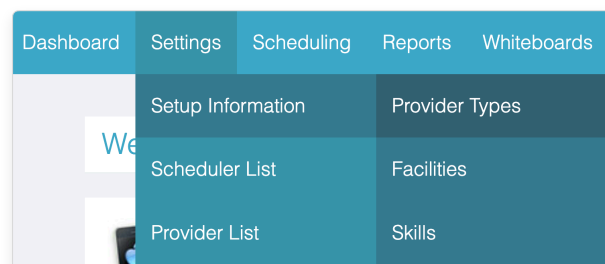
For more info about Resident Scheduling, refer to [this guide](#).



Creating Additional Provider Types *(optional)*

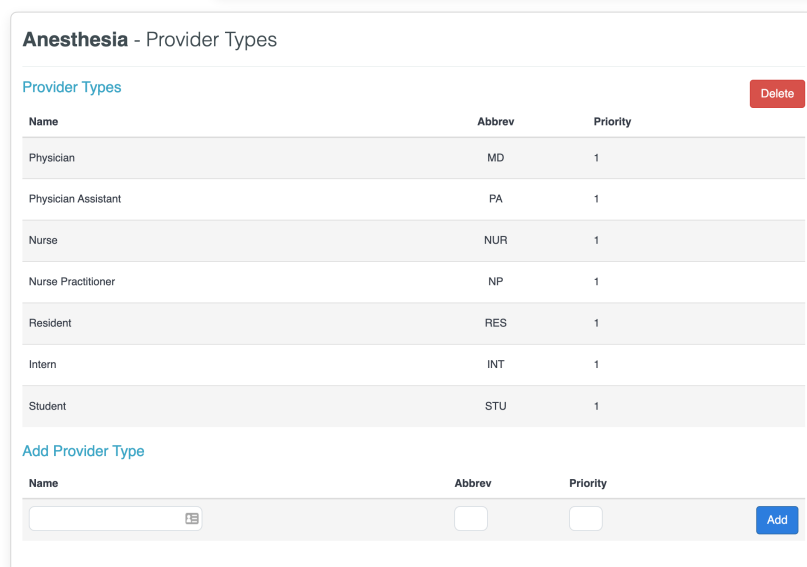
If are adding an optional provider type and you do not see the provider type you need, go to:

Settings > Setup Information > Provider Types



Scroll toward the bottom of the page and look for the empty field to create a new Provider Type. Name this Provider Type, give an Abbreviation, and assign a Priority to finalize.

Click **Add** at the bottom right corner.



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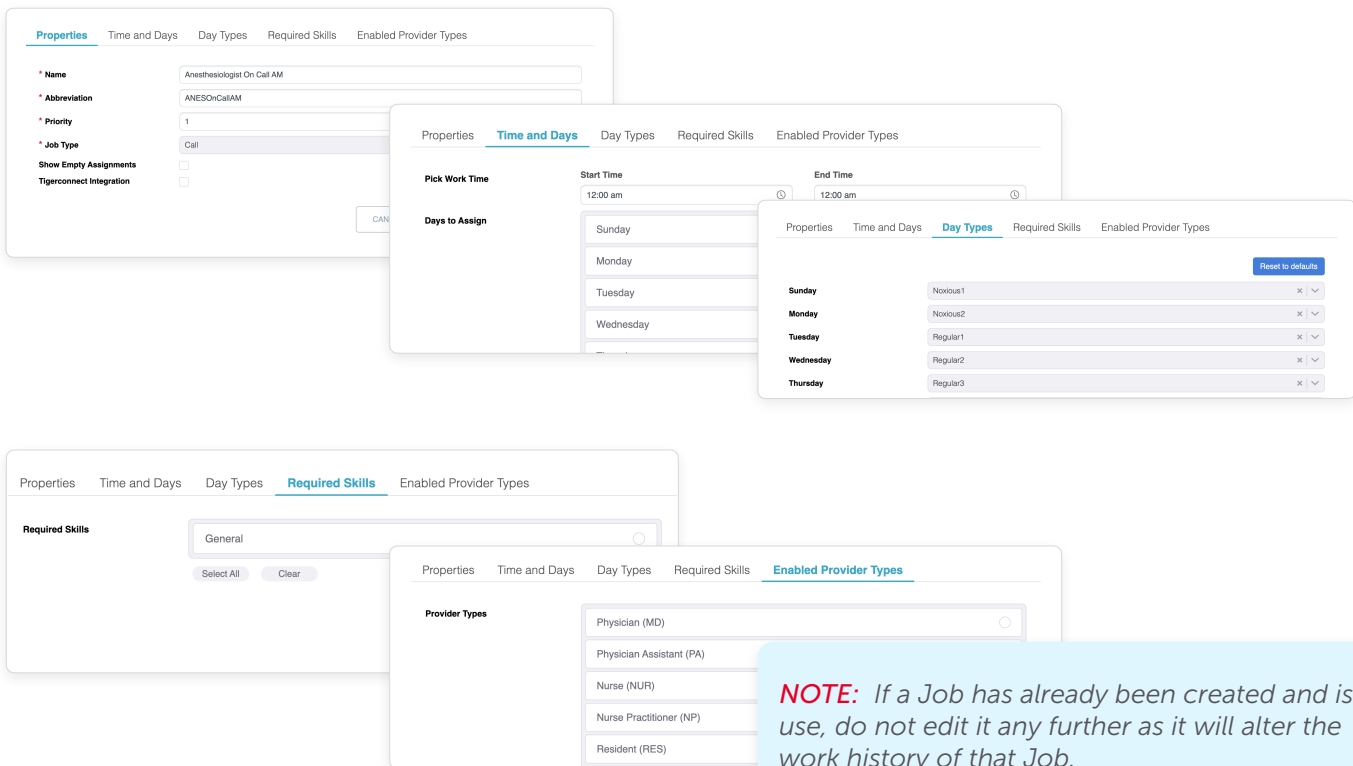
Editing Jobs

If you made an error when creating a Job or want to review your selections, you can go back to it by clicking on the [Edit](#) button to the right of the Job.

CallJobs						Add a Job	
Name	Abbrev	Priority	Start	End	Tigerconnect Role		
Anesthesiologist On Call AM	ANESOnCallAM	1	06:00 am	06:00 pm	Anesthesiologist (Anesthesia)	Edit	
Anesthesiologist On Call PM	ANESOnCallPM	3	06:00 pm	06:00 am	Anesthesiologist (Anesthesia)	Edit	
Nurse Anesthetist AM	NURSE-ANESam	5	06:00 am	06:00 pm	Nurse Anesthetist (Anesthesia)	Edit	
Nurse Anesthetist PM	NURSE-ANESpm	7	06:00 pm	06:00 am	Nurse Anesthetist (Anesthesia)	Edit	

After clicking Edit, click on the tabs above to navigate the various setup screens want to change. Click Save to finalize your changes and exit Job setup. Click Save and Next to move to the next setup screen. When editing a Job, all setup screens are accessible.

As a reminder, **do not change any section if the Job is already in use.**



NOTE: If a Job has already been created and is in use, do not edit it any further as it will alter the work history of that Job.