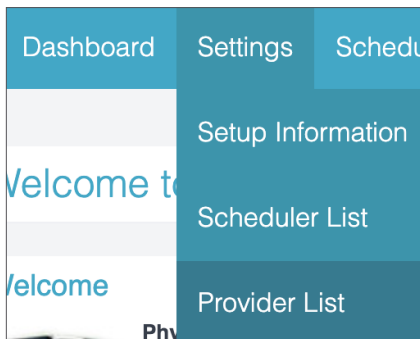# TigerConnect Physician Scheduling
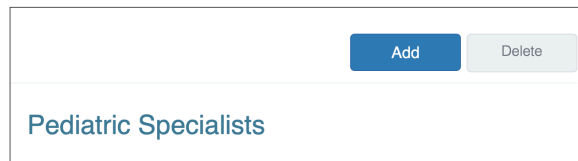## Adding a New Provider

To set up a new provider, first go to:

Settings > Provider List

Click on **Add** at the top right corner of the next screen.

Provider Information

On the following screen, fill out the necessary information for the provider and then click **Save**. Depending on your organization, you will either have to setup the provider information manually or search for the user already synced with TigerConnect Physician Scheduling through TigerConnect.

If you are looking to remove a provider, *before doing so*, please review the guide below:

Checking Active Providers/Inactivating Providers

Entering Information Manually

Information including creating a password will have to be entered. Leave Priority as 1 and providers will be sorted alphabetically. If your organization has different provider types, it is recommended to list each type as a different priority number.
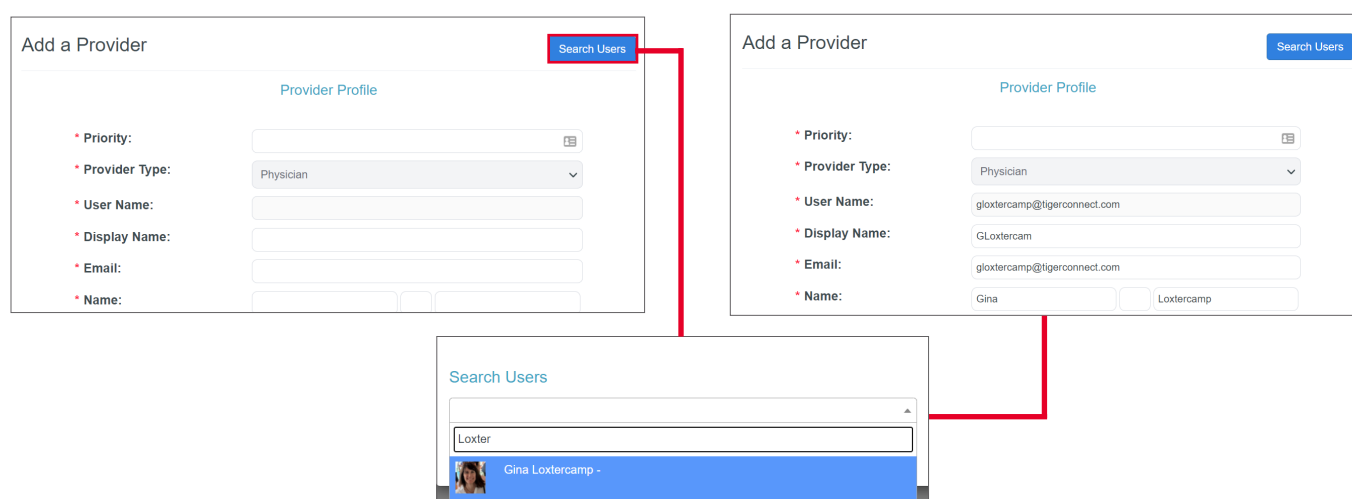
TigerConnect Physician Scheduling
Adding a New Provider

Syncing Users with TigerConnect

Click Search Users at the upper right corner of the screen and type the name of the provider you are looking to add in TigerConnect Physician Scheduling. Once chosen, their information will be populated into the fields. Before adding this provider, review the following information:
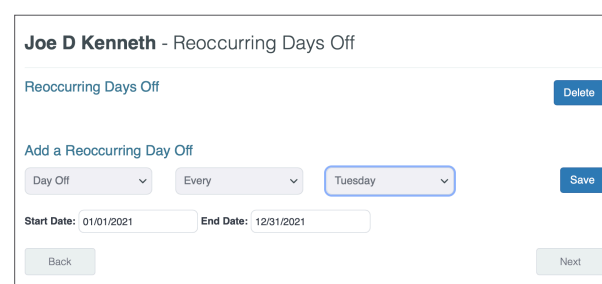
- Priority - leave as 1 and any providers added in this way will be sorted alphabetically by Display Name
- Provider Type - this defaults to Physician, review this to ensure correct type is being used for this individual
- Display Name - if you would like providers sorted alphabetically, it is recommended that you remove the first initial of their first name that gets auto-populated when syncing users with TigerConnect *(ex: change GLoxtercam to Loxtercam)*
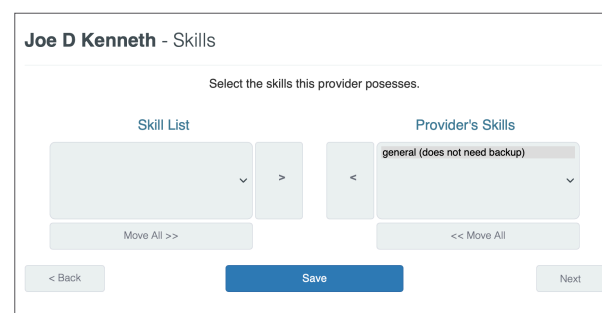

Reoccurring Days Off

After setting up the provider's name and contact information, the next screen will detail what recurring days off (if any) the provider will automatically have scheduled. Choose the options, making sure to check the dates are correct below the chosen day(s) and click Next.

Skills

Select the Move All >> button on the left side under Skill List or select General on the left side click the > button to move it to Provider's Skills. Click Next to go to the next step.

TigerConnect Physician Scheduling
Adding a New Provider

Jobs

Jobs are the assignments this provider is qualified to work. Load will determine how often the provider is scheduled in that Job. This will determine if that provider works 50%/100% of that Job compared to others. If it applies, click the empty checkbox next to Name to select/de-select all Jobs. Click Next.

Joe D Kenneth - Jobs

Call Jobs

	Name	Abbrev	Priority	Start	End	Load
☑	Pediatrics ED Primary On Call-7a -7a	PEDS.OC7a	1	7:00 am	7:00 am	100
☑	Back Up Call	PEDS.BU	2	7:00 am	7:00 am	100

Co-Worker Restrictions

Use this area prevent providers from being scheduled at the same time, such as spouses, family members, etc.

Joe D Kenneth - Co-Worker Restrictions

Select the providers which you would like to restrict the current provider from being scheduled with.

Restricted Providers

	Name	Type	Priority
☐	Tom *Beck	Physician	1
☐	Bori Burgdorferi	Physician	3

Holiday History

Track any holidays this provider has been scheduled *(for a specific job)* to work in the past. Select the job the provider worked, click switch, and enter the year the provider was scheduled. If multiple years are needed enter both years separated by a comma, no spaces. Once you are finished entering holiday history, click Next. You may enter holiday history later at any time.

Joe D Kenneth - Holiday History

Dr.Kenneth - Joe D Kenneth ⌄	Pediatrics ED Primary On Call-7a -7a ⌄	Switch

Holiday History

Name	Abbreb	History
New Year's Day	NYD	2021
Memorial Day Friday	MDay	
Memorial Day Saturday	MSat	
Memorial Day Sunday	MSun	
Memorial Day	MEDA	

Your new provider setup is complete. Click on the Edit button to the right of the provider name's name to change any details.

Providers   [Add] [Delete]

Pediatric Specialists

Priority	Type	Display Name	Name		
1	Physician	Beck*	Tom *Beck	Inactivate	Edit
1	Physician	Weyer	Brian Weyer	Inactivate	Edit
3	Physician	Burgdorf	Bori Burgdorferi	Inactivate	Edit
3	Physician	Dr.Kenneth	Joe D Kenneth	Inactivate	Edit