

TigerConnect Physician Scheduling

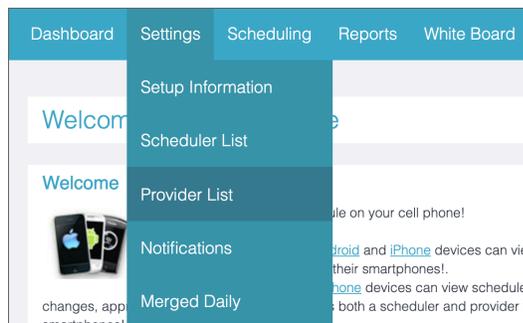
Checking Active Providers/Inactivating Providers

Using TigerConnect Physician Scheduling, your organization can remove a Provider from all scheduled Job Assignments, Day Off types, Provider Requests and Whiteboards when the Provider is no longer being scheduled or has left the practice. This has an added benefit of preserving past scheduled history for that Provider. Additionally, inactivating allows you to reactivate the Provider should they return.

If going on leave for less than a year, use a Leave of Absence. For more details see the [Day Off Scheduler guide](#).

Checking a List of Active Providers

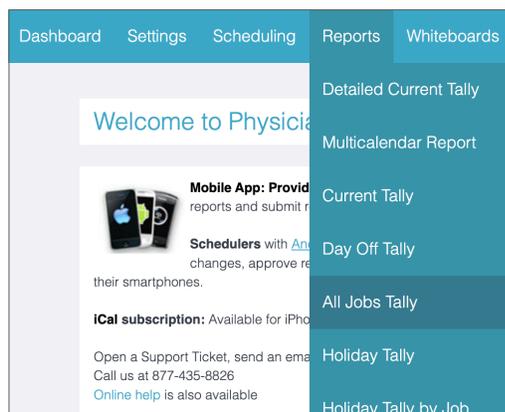
1 To check the roster of Providers and their current activation status, go to **Settings then Provider List**. The Provider List shows you what Providers are currently active with your organization. Anyone who is not active will appear as **INACTIVE** with the date listed under **Type** as their last active month.



Priority	Type	Display Name	Name	Activation Status	Action	
1	Physician	Bath	Nicholas M Bath	Inactivate	Edit	
1	Physician	Brown	Michael A Brown	Inactivate	Edit	
1	Physician	House	Jim T House	Inactivate	Edit	
1	Physician	Jaxson	Faye Jaxson	Inactivate	Edit	
1	Physician	Louis	Steve R Louis	Inactivate	Edit	
1	Physician	Peterson	Nels P Peterson	Inactivate	Edit	
1	Physician	Pike	Christopher T Pike	Inactivate	Edit	
1	Physician	Upton	Anthony N Upton	Inactivate	Edit	
1	Physician	Vanders	Kyle E Vanders	Inactivate	Edit	
1	Physician	Water	John M Water	Inactivate	Edit	
90	Physician	TBA	To Be Announced	Inactivate	Edit	
99	Physician	Reyes	Lucas P Reyes	Inactivate	Edit	
	Reactivated	Jun 2021	Reyes	Lucas P Reyes	INACTIVE	Edit

2 Go to **Reports > All Jobs Tally** to generate a report that will tell you whether or not that provider scheduled past their inactivation date. When looking at this report, it is highly recommended to select the month **after** the Provider is expected to be leaving though at **least** the end of the year.

(Ex: If they are leaving in September, select October - December + January of the following year to cover potential New Years assignments.)



All Jobs Tally

Create Tally Request

Start Date:

End Date:

Notes:

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After verifying which providers should be active, choose which Providers you wish to Inactivate in order to remove from your organization and from billing.

Inactivating a Provider

- 1 After finding the Provider List under Settings, click **Inactivate** to the right of the Provider.



Priority	Type	Display Name	Name		
1	Physician	Bath	Nicholas M Bath	Inactivate	Edit
1	Physician	Brown	Michael A Brown	Inactivate	Edit
1	Physician	House	Jim T House	Inactivate	Edit
1	Physician	Jaxson	Faye Jaxson	Inactivate	Edit
1	Physician	Louis	Steve R Louis	Inactivate	Edit
1	Physician	Peterson	Nels P Peterson	Inactivate	Edit
1	Physician	Pike	Christopher T Pike	Inactivate	Edit
1	Physician	Upton	Anthony N Upton	Inactivate	Edit
1	Physician	Vanders	Kyle E Vanders	Inactivate	Edit
1	Physician	Water	John M Water	Inactivate	Edit
90	Physician	TBA	To Be Announced	Inactivate	Edit
99	Physician	Reyes	Lucas P Reyes	Inactivate	Edit

- 2 Click the checkbox next to **Inactivate** and choose the date that this Provider will no longer be scheduled. The month and year set will preserve history through the month the provider leaves. You can also check the box below to move the Provider to the bottom of your Provider List. Once completed, the Provider will be listed as **INACTIVE** in your Provider List (ex: graphic below).

Inactivate Lucas P Reyes

Inactivate:

December 2021

[What Does This Do?](#)

Move to the bottom of provider list

Save **Cancel**

Reactivate	Dec 2021	Reyes	Lucas P Reyes	INACTIVE
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Only check the box if schedules are planned far in advance, otherwise you may not see the provider due to being in a different order since they will be moved to the bottom of the Provider List.

NOTE: A flag will be placed on the schedule next to any assignments scheduled to a Provider after their inactivation date.

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Checking Active Providers/Inactivating Providers

After the Inactivation is finalized, refer to this sheet to understand how this affect's your organization's schedule.

The following actions occur after the Provider's last active month:

- Permanently removes all Job Assignments scheduled for the Provider. Previous and last scheduled month remain. Any removed information must be manually reinstated if the provider is reactivated.
- Permanently removes the provider's Pending Requests. "Denied" is put into the file with the appropriated inactivated comment. Archives remain unaffected. Any removed information must be manually reinstated if the provider is reactivated.
- Permanently removes the Provider's Day Off types, whether re-occurring or manually entered. Day Off type information in previous and last scheduled month remain. Any removed information must be manually reinstated if the Provider is reactivated.
- Removes the Provider from all tallies appropriately, including Holiday Reports, Current Tally, Day Off, All Jobs, etc.
- Suspends the Provider's username and password. This will automatically be reinstated if the Provider is reactivated.
- Provider Requests will not be allowed.
- Puts a note beside Rules from Manual Scheduling Rules area if the provider's name was involved.
- Scheduling Assistant will not schedule the Provider,
- Removes name from all highlight and filters after the last active month.
- Removes name from calendar footer/legends after the last active month on all month views and whiteboards for Schedulers and Providers.
- Sets a flag for the Scheduler Year View and Month View where the Provider was previously scheduled.
- Removes name from all Year View dropdown lists.
- Template Scheduler will not template the Provider from the past into the future where the provider is inactive (therefore no flag).
- Manual Scheduling for Jobs and/or Days Off will not be allowed.
- Inactivated Provider does not appear in any PDF calendars now created for past/future.
- Removes the Provider from calendars accessed via the "mini-webpage" and/or merged views.
- If the checkbox is chosen for "Move to the bottom of the provider list," the Provider's name will drop to the bottom of the filters and dropdown menus that the Provider is still active.

The following actions will not occur:

- Remove rules specific to that individual Provider. It will insert a note regarding inactivation instead.
- Remove Day Off or Assignments done in the past whether entered by the Scheduling Assistant, reoccurring days, or manually entered information.

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Checking Active Providers/Inactivating Providers

If the Provider has left the practice, was inactivated and has chosen to return, you can reactivate the Provider with minimum effort.

When you Reactivate the Provider:

- The Provider's username and password was preserved will be the same.
- The Provider's original set of Jobs under their job list were preserved and will again be available.
- They will be able to make Provider Requests as their original archives were preserved.
- Re-Occurring Days Off if they need them.
- Adhoc Day Off info as needed.
- Scheduling Rules regarding this Provider.
- If you receive a User Not Matched Error after re-activation, please see [this guide](#) for details on how to resolve the issue.

Schedulers will need to re-enter the following information:

- Re-Occurring Days Off if they need them.
- Adhoc Day Off info as needed.
- Scheduling Rules regarding this Provider.

If a Provider was inactivated in error, the following information will need to be restored:

- Re-Occurring Days Off if they need them.
- Adhoc Day Off info as needed.
- Scheduling Rules regarding this Provider.
- Job Assignments they were given.