

TigerConnect Physician Scheduling Day Off Scheduler

Adding to the Day Off Schedule

To add a provider's day off, go to:

Scheduling > Day Off Scheduler > Month View



Scheduling here works much the same as the Manual Scheduler window for assignments/jobs. To add a day off type for a provider, click on the date (represented by the number) in the upper right corner of date-square.

Year View Day Off Schedule for Pediatric Specialists								Н	Highlight		
		MAR APR MA	<u>Y JUN JUI</u>	L AUG SEP MAR	<u>ост</u>	NOV DEC J	IAN E	EB Filters:	Provider	s Jobs	Days Of
Septembe	er 2020	Range	Unschedule					Se	otember 🕚	2020	✓ Go
Sun	Mon	Tu	Ð	Wed		Thu		Fri		Sa	t
+ 30	+ d - Holthaus	31 + d - Zurn	1 -	d - Voulk*	2	d - Spock*	3	+ Labor Day Fi	4 –	⊢ Labor Day :	5 Saturday
+ 6 Labor Day Sunday	+ v - Long d - Holthaus <i>Labor Day</i>	7 + v - Long d - Zurn cmpd - Loxt	ercamp	v - Long d - Voulk*	9	v - Long d - Hobbs*, Spoc cme - Long	10 k*	+ v - Long cme - Long	11 -	- v - Long cme - Long	12

Select your day off type, then select the Provider, and this will appear on the schedule.



TIP: When using days off in this window, be consistent with the type of day off you need to track in reports (such as using either PTO or vacation — not both).



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Editing the Day Off Schedule

To edit a provider's day off, go to:

Scheduling > Day Off Scheduler > Month View

Settings	Scheduling	Reports	White Board	
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If you entered a person's day off in error, click on their name, and it is removed from the day off schedule.





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Scheduling Multiple Days Off

To add multiple days off for a provider, go to:

Scheduling > Day Off Scheduler > Year View



Select the day off type, the provider, and click **Go** to finalize your selection. Double check that the day off and provider are selections are correct before choosing dates on the next step.

On the calendar, click the dates you wish to schedule off for the provider. Once the appropriate date boxes are checked, click **Schedule** which you can find at the upper right or bottom left corner of the screen.

Scheduling Andrew Holthaus for Day Off 2020									
	Day Off	Holthau	s - Andrew Holthaus	~	Go				
			Schedule	Unschee	dule				



February								
S	М	т	W	т	F	S		
						1		
2 □	3 d	4	5	6 □	7	8		
9	10 d	11 □	12 □	13 □	14 pto	15 □		
16 □	17 d	18 pto	19 pto	20	21	22		
23	24 d	25	26	27	28 □	29		

Your scheduled days off will appear as highlighted yellow squares on the calendar, with text below the date indicating the type of day off (*in this case, PTO*). As a reminder, it is advised your department use similar nomenclature for your scheduled days off (*ex: Day Off/PTO/etc*) to gain more consistency with reporting.

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Unscheduling Multiple Days Off

To unschedule a range of dates for a provider, click on the Unschedule button at the upper right corner of the screen. As a reminder, click Go to finalize your selection and ensure you are altering the day off schedule of the correct provider.



Choose the date range you wish to unschedule, the Day Off type and the Provider. Once you have confirmed the month, date and year of the unschedule date range, click Next.

Day Off Sch	eduling				×
Unsched	ule Date	Ra	nge		
Select	the date range	you we	ould like to	unschee	dule.
Start Date:					
February	✓ 14	~	2020	~	
End Date:					
February	✓ 19	~	2020	~	
Day Off Type:					
РТО					~
Provider:					
Holthaus - An	drew Holthaus	;			~
				01	Neut
				Close	Next

A prompt will appear asking if you are sure you want to unschedule the range of dates chosen. Click Yes to confirm, and you should see that the selected dates no longer appear as highlighted yellow boxes.



	February							
S	М	т	W	т	F	S		
						1		
2	3	4	5	6	7	8		
9	10 □	11	12 □	13 □	14 □	15 □		
16 □	17	18 □	19	20	21	22		