

TigerConnect Physician Scheduling

Manual Scheduling

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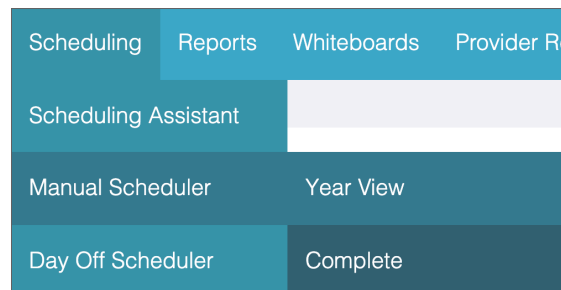
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Scheduling in Complete View

To schedule or edit assignments in a monthly format, follow this path on your toolbar:

[Scheduling](#) > [Manual Scheduler](#) > [Complete](#)

Scroll down to see your complete view, including a list of Providers, Jobs, and Day Off Types associated with this schedule.



Year View

Current Schedule for **zz--Halpern Medical**

Highlight:
Changes
Providers

Rules:
ON
OFF

FEB. MAR. APR. MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB

Filters:
Providers
Jobs
Days Off

August 2020
Range
Template
Erase Flags
Unschedule
August 2020
Go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>+</div> <div>26</div> <div> <div>PEDS.OCInt - Dr. Bashir</div> <div>AMCInt1 - Dr.Pulaski</div> <div>PMClint1 - S. Birde</div> </div>	<div>+</div> <div>27</div> <div> <div>AMCInt1 - W. Cruz</div> <div>PMClint1 -</div> </div>	<div>+</div> <div>28</div> <div> <div>AMCInt1 - A. Ogawa</div> <div>PMClint1 - Tom Senter</div> </div>	<div>+</div> <div>29</div> <div> <div>AMCInt1 - Dr. Bashir</div> <div>PMClint1 - Dr.Pulaski</div> </div>	<div>+</div> <div>30</div> <div> <div>AMCInt1 - Sales</div> <div>PMClint1 - W. Cruz</div> </div>	<div>+</div> <div>31</div> <div> <div>AMCInt1 - Dr. Crusher</div> <div>PMClint1 - Kelso</div> </div>	<div>+</div> <div>1</div> <div> <div>AMCInt1 - S. Birde</div> <div>PMClint1 - Dr. Bashir</div> </div>
<div>+</div> <div>2</div> <div> <div>AMCInt1 - Tom Senter</div> <div>PMClint1 - A. Ogawa</div> </div>	<div>+</div> <div>3</div> <div> <div>AMCInt1 - Crews</div> <div>PMClint1 - Sales</div> </div>	<div>+</div> <div>4</div> <div> <div>AMCInt1 - Dr.Pulaski</div> <div>PMClint1 - S. Birde</div> </div>	<div>+</div> <div>5</div> <div> <div>AMCInt1 - W. Cruz</div> <div>PMClint1 - Dr.Crusher</div> </div>	<div>+</div> <div>6</div> <div> <div>AMCInt1 - A. Ogawa</div> <div>PMClint1 - Tom Senter</div> </div>	<div>+</div> <div>7</div> <div> <div>AMCInt1 - Dr. Bashir</div> <div>PMClint1 - Dr.Pulaski</div> </div>	<div>+</div> <div>8</div> <div> <div>AMCInt1 - Dr. Crusher</div> <div>PMClint1 - W. Cruz</div> <div>v - Dr. Bashir</div> </div>
<div>+</div> <div>9</div> <div> <div>AMCInt1 - S. Birde</div> <div>PMClint1 - Kelso</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>10</div> <div> <div>AMCInt1 - Sales</div> <div>PMClint1 - A. Ogawa</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>11</div> <div> <div>AMCInt1 - Tom Senter</div> <div>PMClint1 - Dr.Crusher</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>12</div> <div> <div>AMCInt1 - Crews</div> <div>PMClint1 - S. Birde</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>13</div> <div> <div>AMCInt1 - Dr.Pulaski</div> <div>PMClint1 - Sales</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>14</div> <div> <div>PEDS.OCInt - Dr. Bashir</div> <div>AMCInt1 - W. Cruz</div> <div>PMClint1 - Tom Senter</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>15</div> <div> <div>PEDS.OCInt - Dr. Bashir</div> <div>AMCInt1 - A. Ogawa</div> <div>PMClint1 - Kelso</div> <div>v - Dr. Bashir</div> </div>
<div>+</div> <div>16</div> <div> <div>PEDS.OCInt - Dr. Bashir</div> <div>AMCInt1 - Dr. Crusher</div> <div>PMClint1 -</div> <div>v - Dr. Bashir</div> </div>	<div>+</div> <div>17</div> <div> <div>AMCInt1 - Tom Senter</div> <div>PMClint1 - W. Cruz</div> </div>	<div>+</div> <div>18</div> <div> <div>AMCInt1 - S. Birde</div> <div>PMClint1 - A. Ogawa</div> </div>	<div>+</div> <div>19</div> <div> <div>AMCInt1 - Sales</div> <div>PMClint1 - Dr.Crusher</div> </div>	<div>+</div> <div>20</div> <div> <div>AMCInt1 - Dr. Bashir</div> <div>PMClint1 - Tom Senter</div> </div>	<div>+</div> <div>21</div> <div> <div>AMCInt1 - Dr.Pulaski</div> <div>PMClint1 - Kelso</div> </div>	<div>+</div> <div>22</div> <div> <div>AMCInt1 - Crews</div> <div>PMClint1 - Sales</div> </div>

Calendar Legend

Providers

Beck*
Tom *Beck

Home : 320-257-7132
Work : 320-333-5555
Cellphone : 320-493-8947
Pager : 320-242-6666

Burgdorf
Bori Burgdorferi

Home : 320-333-8888
Work : 320-257-7134
Cellphone : 320-493-8947

Weyer
Brian Weyer

Home : 320-333-8888
Work : 320-257-7134
Cellphone : 320-493-8947

Jobs

PEDS.OC7A
Pediatrics ED Primary On Call-7a -7a

PEDS.BU
Back Up Call

FULL-CC(1)
Clinic All Day (1)

FULL-CC(2)
Clinic All Day (2)

FULL-CC(3)
Clinic All Day (3)

FULL-CC(4)
Clinic All Day (4)

FULL-CC(5)
Clinic All Day (5)

FULL-CC(6)
Clinic All Day (6)

PED
Pediatrician

Day Off Types

D
Day Off

AM
1/2 Day Off AM

PM
1/2 Day Off PM

O
Off Call Day

M
Meeting

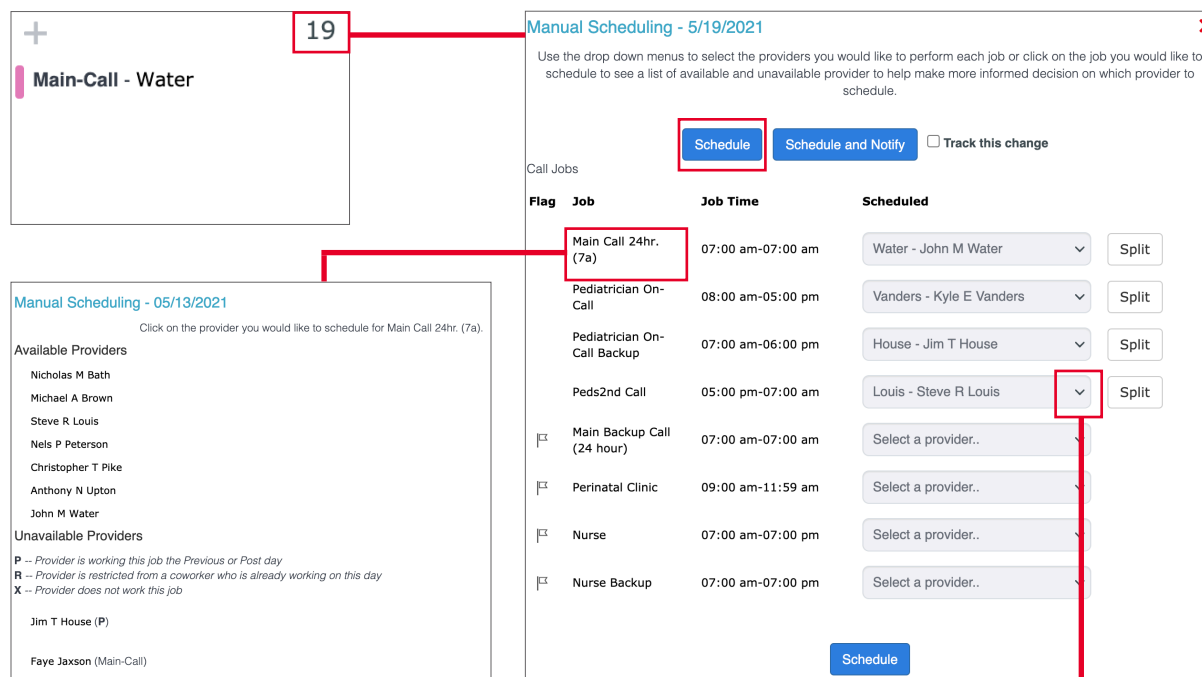
AMM
1/2 Day Meeting AM

TigerConnect Physician Scheduling

Manual Scheduling

Adding to and Editing the Schedule

Click on the date (*represented by the number*) in the upper right corner of the date-square you want to add to and/or edit. Doing so will bring up a pop-up window that will allow you to schedule a day, edit provider assignments, make single-day swaps or split shifts for Providers. Your organization may have rules in place to aid you with your scheduling.



Main-Call - Water

Manual Scheduling - 5/19/2021

Use the drop down menus to select the providers you would like to perform each job or click on the job you would like to schedule to see a list of available and unavailable provider to help make more informed decision on which provider to schedule.

Schedule **Schedule and Notify** ☐ Track this change

Call Jobs

Flag	Job	Job Time	Scheduled
	Main Call 24hr. (7a)	07:00 am-07:00 am	Water - John M Water <input type="button" value="Split"/>
	Pediatrician On-Call	08:00 am-05:00 pm	Vanders - Kyle E Vanders <input type="button" value="Split"/>
	Pediatrician On-Call Backup	07:00 am-06:00 pm	House - Jim T House <input type="button" value="Split"/>
	Peds2nd Call	05:00 pm-07:00 am	Louis - Steve R Louis <input type="button" value="Split"/>
☑	Main Backup Call (24 hour)	07:00 am-07:00 am	Select a provider.. <input type="button" value="Split"/>
☑	Perinatal Clinic	09:00 am-11:59 am	Select a provider.. <input type="button" value="Split"/>
☑	Nurse	07:00 am-07:00 pm	Select a provider.. <input type="button" value="Split"/>
☑	Nurse Backup	07:00 am-07:00 pm	Select a provider.. <input type="button" value="Split"/>

Schedule

Manual Scheduling - 05/13/2021

Click on the provider you would like to schedule for Main Call 24hr. (7a).

Available Providers

- Nicholas M Bath
- Michael A Brown
- Steve R Louis
- Nels P Peterson
- Christopher T Pike
- Anthony N Upton
- John M Water

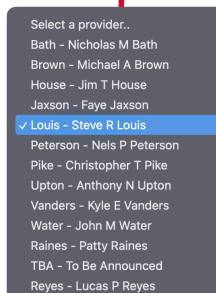
Unavailable Providers

- Jim T House (P)
- Faye Jaxson (Main-Call)

Legend:
P -- Provider is working this job the Previous or Post day
R -- Provider is restricted from a coworker who is already working on this day
X -- Provider does not work this job

Assigning Jobs to Providers

Click on the Job and a window showing a list of available and unavailable Providers for that Job will display. Click on one of them to assign them to that Job.



Select a provider..

- Bath - Nicholas M Bath
- Brown - Michael A Brown
- House - Jim T House
- Jaxson - Faye Jaxson
- ✓ Louis - Steve R Louis**
- Peterson - Nels P Peterson
- Pike - Christopher T Pike
- Upton - Anthony N Upton
- Vanders - Kyle E Vanders
- Water - John M Water
- Raines - Patty Raines
- TBA - To Be Announced
- Reyes - Lucas P Reyes

Assigning Providers to Jobs

For each Job you want to schedule, find and click on the dropdown menu in the section where it displays "Select a provider.." and choose the Provider to be assigned. After choosing a Provider, an option to Split the shift appears to the right. This function allows you to split this shift up to 4 ways between providers. If doing so, make sure to match the splits exactly to the scheduled time (e.g. 7am-7pm shift split into 7a-2pm and 2pm-7pm).

After you have made your choices using either method, click **Schedule** to add these assignments to the calendar.

NOTE: If your Group uses the **Split Shift** feature, learn more about how to create split shifts in the [Split Shift Scheduling Guide](#).

TigerConnect Physician Scheduling

Manual Scheduling

Schedule and Notify / Track this Change

Click on the date (represented by the number) in the upper right corner of the date-square you want to add to and/or edit. Doing so will bring up a pop-up window that will allow you to schedule a day, edit provider assignments, make single-day swaps or split shifts for Providers. Your organization may have rules in place to aid you with your scheduling.

+
19

Main-Call - Water

Manual Scheduling - 5/19/2021
✕

Use the drop down menus to select the providers you would like to perform each job or click on the job you would like to schedule to see a list of available and unavailable provider to help make more informed decision on which provider to schedule.

Schedule
Schedule and Notify
☐ Track this change

Call Jobs

Flag	Job	Job Time	Scheduled	
	Main Call 24hr. (7a)	07:00 am-07:00 am	Water - John M Water	Split
	Pediatrician On-Call	08:00 am-05:00 pm	Vanders - Kyle E Vanders	Split
	Pediatrician On-Call Backup	07:00 am-06:00 pm	House - Jim T House	Split
	Peds2nd Call	05:00 pm-07:00 am	Louis - Steve R Louis	Split
<input checked="" type="checkbox"/>	Main Backup Call (24 hour)	07:00 am-07:00 am	Select a provider..	
<input checked="" type="checkbox"/>	Perinatal Clinic	09:00 am-11:59 am	Select a provider..	
<input checked="" type="checkbox"/>	Nurse	07:00 am-07:00 pm	Select a provider..	
<input checked="" type="checkbox"/>	Nurse Backup	07:00 am-07:00 pm	Select a provider..	

Schedule

When making a change to an existing assignment such as changing the provider or enabling a split shift, you can choose the **Schedule and Notify** option to notify the Providers involved in the change.

Schedule Change Notifications
✕

Enter the email addresses of those you wish to notify of the changes.

To:

Date: 05/19/2021

Subject: Pediatrics (Gina.Loxtercamp) - Schedule Change
 Pediatrics (Gina.Loxtercamp) - Peds2nd Call on 05/19/2021
 was changed at 05/18/2021 09:27 pm
 from Nels P Peterson to Steve R Louis
 by Erwin Tuazon

Schedule and Notify
Schedule and Do Not Notify
☐ Track this change

Choosing **Track this change when using Schedule and Notify button** will display a green delta on the calendar indicating that a change has been made to an assignment on this day. After choosing **Track this change**, go to Complete View and click on the delta on your calendar to see what assignment was changed, when, what Providers were involved and which scheduler made the change.

NOTE: Choosing track this change when using the Schedule button will record which scheduler made the change. You can find these changes Settings > Log.

Schedule Change

Peds2nd Call on 05/19/2021 was changed at 05/18/2021 09:26 pm from Nels P Peterson to Steve R Louis by Erwin Tuazon.

+
19

Main-Call - Water

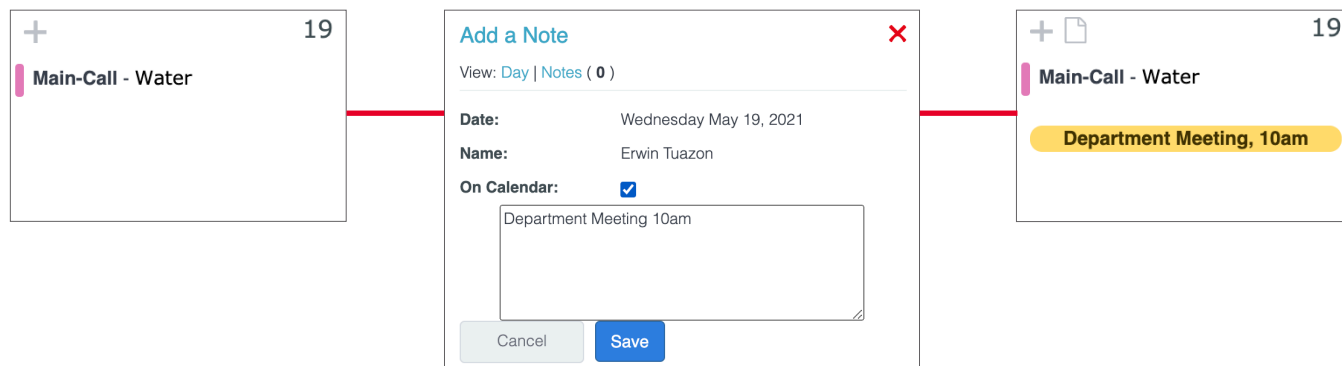
NOTE: If your Group uses the **Draft Mode** feature, please refer to the [Draft Mode Guide](#) to learn how scheduling is changed using that feature.

TigerConnect Physician Scheduling

Manual Scheduling

Entering and Editing Notes

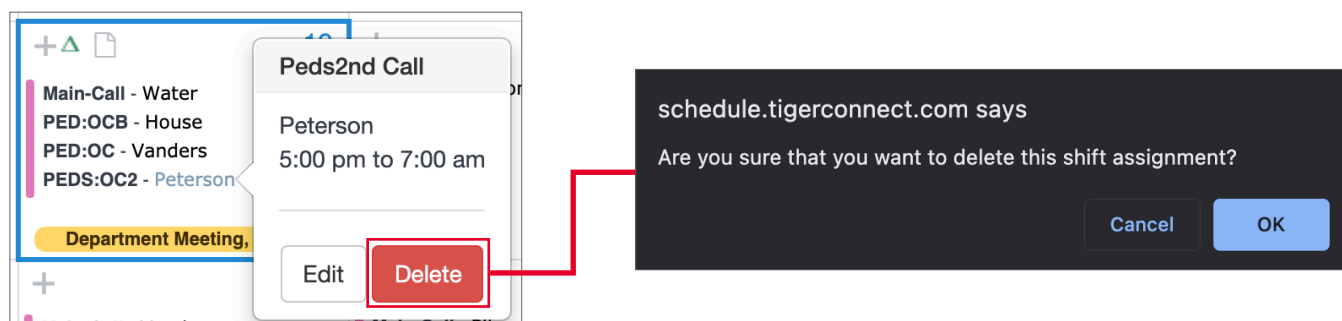
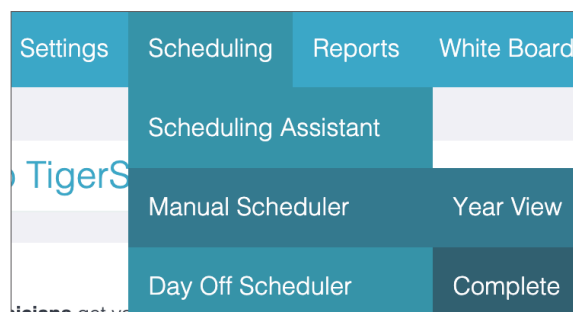
Click on the **+** sign in the upper left corner of the date-square and type in your note in the text field. Checking **On Calendar** so will display on the calendar below the scheduled Providers. Click **Save**. When the page refreshes you should see your note displayed at the bottom of the date-square, along with a note paper icon in the upper left corner of the date-square next to the **+** sign. If you do not check On Calendar, the note the note is "hidden" but not private, as you can still click on the note paper icon to view it.



Deleting an Assignment

Settings > Manual Scheduler > Complete

Find the date-square of the assignment and the name of the provider. Click on the Provider's name and a window will pop-up asking you to edit or delete this assignment. Clicking edit will bring you back to the manual scheduler screen. Click **Delete** to remove the assignment and then **OK** to confirm the deletion.



NOTE: To find a deleted assignment, go to Settings > Log to find the info and restore.

TigerConnect Physician Scheduling

Manual Scheduling

Scheduling Multiple Days in Year View

Settings > Manual Scheduler > Year View

In this narrow view of your calendar, you cannot see full details of your schedule or day off information. It is also possible to override any scheduling rules set for your department. It is recommended you have a Whiteboard view of your schedule open in another window while using this method to schedule.

At the upper right corner of the screen, select the provider and the job type you want to schedule and click **Switch**. Double check your selections by confirming that the provider and job type are displayed at the top of the screen. Select the dates you want to schedule for this provider and the job type chosen and click **Schedule**.

Scheduling **Andrew Holthaus** for Back Up Call 2020

Holthaus - Andrew Holthaus Back Up Call **Switch**

Schedule Unschedule Erase Flags

Scheduling	Reports	White Board
Scheduling Assistant		
Manual Scheduler		Year View

February						
S	M	T	W	T	F	S
						1 Beck*
2 Beck*	3 Voulk*	4 Ericson*	5 Wampach	6 Voulk*	7 Hobbs*	8 Hobbs*
9 Hobbs*	10 Ericson*	11 ✓	12 Wupper*	13 Camp	14 Wampach	15 Spock*
16 Spock*	17 Wampach	18 ✓	19 Hobbs*	20 Beck*	21 Normal	22 Voulk*
23 Voulk*	24 Spock*	25 ✓	26 ✓	27 Wampach	28 Camp	29 Camp

Range Scheduling

If someone is working consecutive days in a row, Range Scheduling can be used when scheduling in Year View or Complete View to quickly schedule their assignments.

Go to Scheduling > Manual Scheduler > Year View/Complete then:

Click Range > choose the date range > choose the Job > choose the Available Provider

November 2021

Range Save Template Erase Flags Unschedule

Sun Mon Tue Wed

TigerConnect Physician Scheduling

schedule.tigerconnect.com/calendar/schedule_ra...

Manual Scheduling

Schedule Date Range

Select the date range you would like to schedule.

Start Date: November 1 2021

End Date: November 5 2021

Close **Next**

Manual Scheduling - 11/1/2021 - 11/5/2021

Click on the job you would like to schedule to see a list of available and unavailable provider to help make a more informed decision on which provider to schedule.

Call

- Oncology On Call
- Pediatrician On-Call
- Pediatrician On-Call Backup
- Peds2nd Call
- Main Backup Call (24 hour)
- Perinatal Clinic
- Nurse**
- Nurse Backup

Manual Scheduling - (11/01/2021 - 11/05/2021)

Select the provider you would like to schedule for Nurse.

Available Providers

- Michael A Brown
- Jim T House**
- Chris Jones
- Christopher T Pike
- Patty Raines
- Anthony N Upton
- John M Water
- To Be Announced

Unavailable Providers

NOTE: If a Job is already scheduled one or more of the dates in the selected time range, that Job will not appear as an option for Range scheduling.

TigerConnect Physician Scheduling

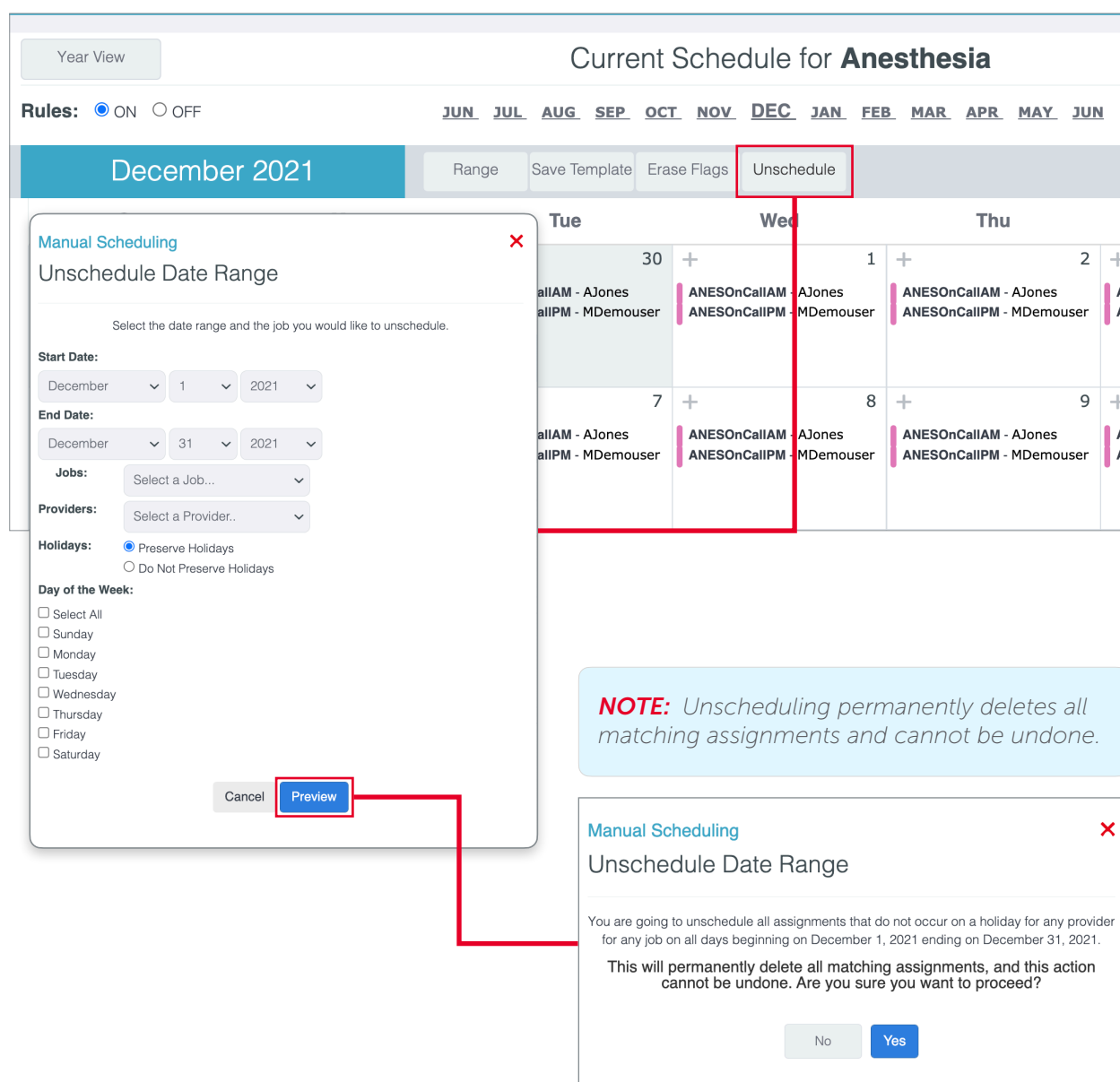
Manual Scheduling

Uncheduling

If you would like to quickly clear out scheduled assignments, you can use the Unschedule function when in Year View or Complete View. **Please note that any changes made using the Unschedule feature cannot be reversed.**

Go to Scheduling > Manual Scheduler > Year View/Complete then:

- ▶ Click Unschedule
- ▶ Choose the date range
- ▶ Choose the Job(s)
- ▶ Choose the Provider(s)
- ▶ Preserve Holidays or not
- ▶ Choose the day of the week (or all)



Year View

Current Schedule for **Anesthesia**

Rules: ☒ ON ☐ OFF

JUN JUL AUG SEP OCT NOV **DEC** JAN FEB MAR APR MAY JUN

December 2021

Range Save Template Erase Flags **Unschedule**

Manual Scheduling ✕

Unschedule Date Range

Select the date range and the job you would like to unschedule.

Start Date: December 1 2021

End Date: December 31 2021

Jobs: Select a Job...

Providers: Select a Provider..

Holidays: ☒ Preserve Holidays ☐ Do Not Preserve Holidays

Day of the Week: ☐ Select All ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Cancel **Preview**

NOTE: Uncheduling permanently deletes all matching assignments and cannot be undone.

Manual Scheduling ✕

Unschedule Date Range

You are going to unschedule all assignments that do not occur on a holiday for any provider for any job on all days beginning on December 1, 2021 ending on December 31, 2021.

This will permanently delete all matching assignments, and this action cannot be undone. Are you sure you want to proceed?

No Yes

TigerConnect Physician Scheduling

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Other Related Scheduling Features

- [Split Shift Scheduling](#)
There will be occasions where Providers are unable to work their entire shift. Use this feature to divide their shift and reflect accurately in Tally Reports.
- [Template Scheduler](#)
Learn how to use the Template Repository to create a scheduling pattern that is applied to a specific list of Jobs over a defined period of time.
- [Draft Mode](#)
When Draft Mode is enabled for your group, schedulers can create a working schedule only they can see. They can make any edits as needed before giving visibility to providers on the web platform, mobile app and microsites.
- [Responding to Notes Made to Your Schedule](#) *(video)*
This video guide details the process a scheduler should take when last minute changes are made to their schedule. These changes can come from trained staff with daily view login access, or if their Group is integrated with Roles, via being manually opted into or out of that Role using TigerConnect.
- [Getting Started with Rules](#)
Using our most common Rules in TigerConnect Physician Scheduling can streamline the processes of manual scheduling.
- [Provider Request Review](#)
This guide will detail how to respond to provider requests for days off, swaps and other schedule related requests.