

TigerConnect Physician Scheduling

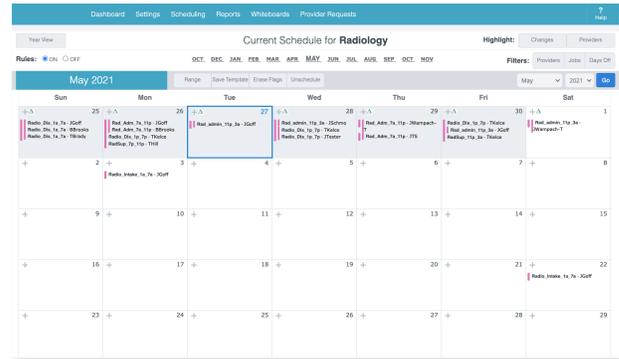
Split Shift Scheduling

There are times when a provider is scheduled for an assignment and is only able to work part of the shift. Within Physician Scheduling, you can split a shift and designate each shift's portion and what percentages of the assignment tally go to each provider.

How to create a Split Shift

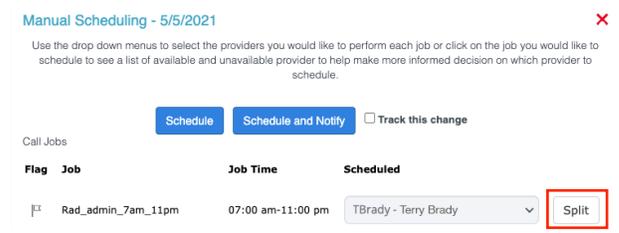
1. Start by navigating from the Dashboard to **Scheduling > Manual Schedule > Complete View**.

2. Select the **Date** you wish to modify (upper right corner of day in month).



3. Select one provider within the available dropdown.

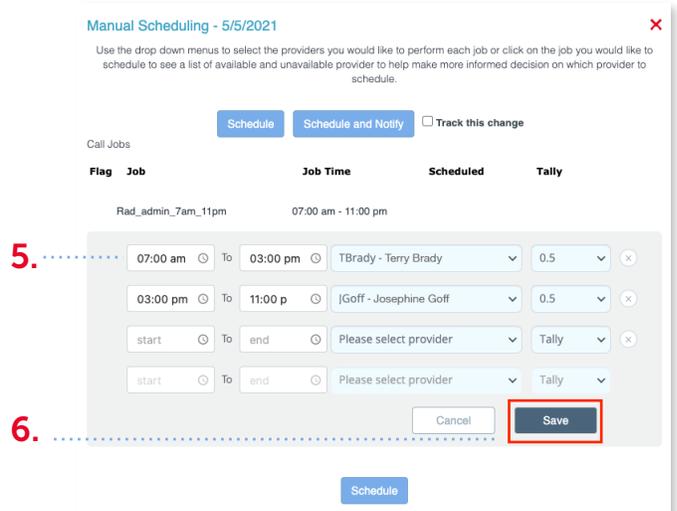
4. Click **Split** next to the assignment you wish to split.



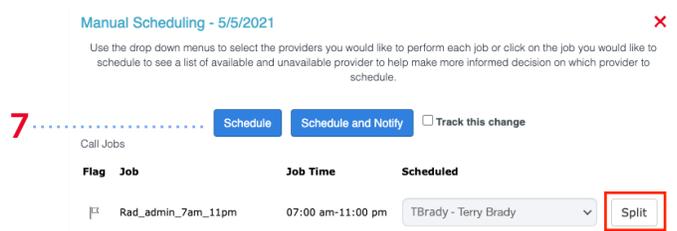
5. Choose the start and end time for the first person.

- In this example, Terry Brady will be working the assignment from 7:00 am - 3:00 pm and will receive 0.5% tally credit the shift. Then select the start and end time for the next person, choose the provider and balance the remaining tally. In this example Josephine Goff is covering the back half of this assignment starting at 3:00 pm until 11:00 pm that evening and will receive 0.5% tally credit.

6. Click **Save**. This window will close.



7. Complete any other changes that you need to make, including any additional split shifts. When finished click **Schedule**.

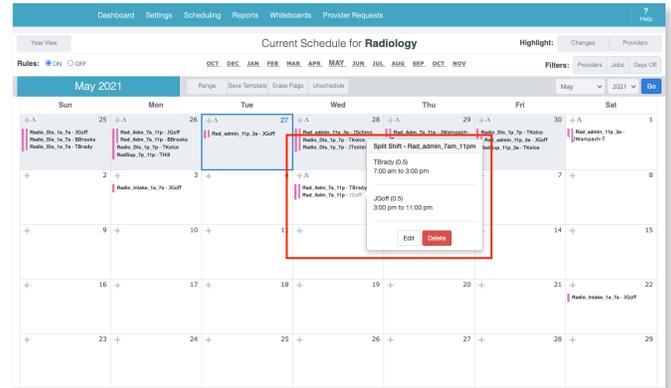


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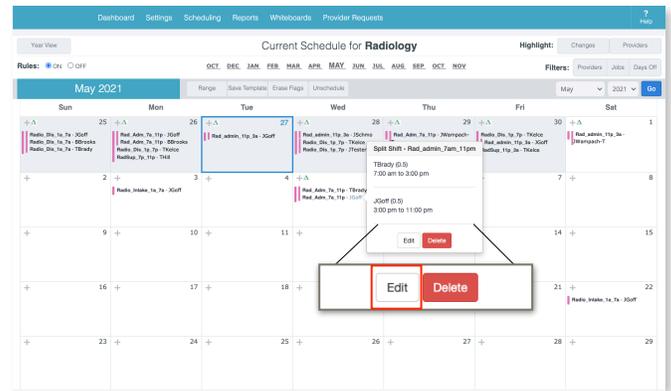
How to view a Split Shift

1. You can view a split assignment by navigating from the Dashboard to **Scheduling > Manual Schedule > Complete View**.
2. To view details about the split, click on either of the providers names and a box will pop-up showing the start and end time of each split.
3. To close the box click on the provider's name inside the date square.



How to edit a Split Shift

1. You can edit a split assignment by navigating from the Dashboard to **Scheduling > Manual Schedule > Complete View**.
2. Click on the provider's name on the day you wish to edit then click **Edit**.



3. Make the necessary changes to the form and click **Save**.
4. If you need to make any additional changes to that day you can and when you are finished click **Schedule**.

