

TigerConnect Physician Scheduling

Getting Started with Rules

Using Rules in TigerConnect Physician Scheduling can streamline the processes of manual scheduling.

How do Rules work in TigerConnect Physician Scheduling?

- They do run based on “if/then” statements.
 - **Example Rule:** If someone is scheduled on a Monday, then they get scheduled on a Wednesday.
- They do not run based on “or” statements.
 - **Example:** A Rule cannot be created to have a provider scheduled on Wednesday or Thursday.

When to use a Rule or Multiple Rules

- Providers are scheduled for multiple days in a row.
- Providers are scheduled on non-consecutive days within a week.
- Providers are assigned two jobs on one day.
- Multiple Rules can be combined to simplify manual scheduling (*see the next page for examples*).

Using Rules can help reduce the time you spend entering the schedule and maintain accuracy by scheduling all days/ Jobs needed at one time.

Best Practices

- Set up Rules when assignments are scheduled the same way 90% or more of the time. If you make a Rule that you always have to edit, then that Rule might not be helpful.
- Do not create multiple Rules before trying to schedule assignments.
- Ensure each Rule you create works as expected before moving on to create more.
- You can always make changes to days that are exceptions to the Rule.

Additional Rules and Scheduling Assistant

This guide focuses on manual scheduling. If you are interested in using advanced scheduling features such as the remaining Rules, combining Rules and/or Scheduling Assistant, contact Customer Care to set up additional training.

- **Email:** prosupport@tigerconnect.com
- **Phone:** 877-435-8826

Commonly Used Rules

The following is a list of our most commonly used Rules. These can help make your manual scheduling process easier and give you an introduction to TigerConnect Physician Scheduling’s powerful scheduling tools. These Rules can also work with the Scheduling Assistant function when you are ready to move on to using more advanced features.

NOTE: To test a Rule, go to Scheduling > Manual Scheduler > Complete and schedule a Job that will be affected by that Rule. Once you are certain it works as intended, move onto other Rules you may be utilizing.

The Run button at the bottom of the Rules screen will only affect Rule #11. If you are interested, reach out to Customer Care to learn more.

[Details of Rules found on the next page]

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Rule #2 - Same Day	
Rule Details	If [All Providers] is scheduled for [Job] on [any day or a specific day] Then he/she is also scheduled for [different Job] on that same day.
Example(s)	<ul style="list-style-type: none"> An individual will be assigned for two Jobs on the same day. On-call during the AM, also scheduled for backup PM
Common Use(s)	<ul style="list-style-type: none"> If a provider is scheduled for one job they automatically get a second job on the same day.
Best Practices	<ul style="list-style-type: none"> Test this Rule before creating others Make sure all dropdown menus (<i>indicated in red in the example</i>) are filled
Rule #3 - Consecutive Days	
Rule Details	If [All Providers] is assigned to work [Job] on [any day or a specific day] Then he/she is also scheduled for [Job] for the next [#] days.
Example(s)	<ul style="list-style-type: none"> An individual scheduled for a Job on Friday will also be scheduled for the remainder of the weekend on Saturday and Sunday. Call Job scheduled 7 days in a row.
Common Use(s)	<ul style="list-style-type: none"> When you want to schedule an individual for consecutive days.
Best Practices	<ul style="list-style-type: none"> Test this Rule before creating others Always use on specific days, do not use Any Day Make sure all dropdown menus (<i>indicated in red in the example</i>) are filled
Rule #4 - Non-consecutive Days	
Rule Details	If [All Providers] is assigned to work [Job] on [any day or a specific day] Then he/she is also scheduled for [Job] on the [previous or following specific day].
Example(s)	<ul style="list-style-type: none"> If a provider is On Call on Sunday then that provider is On Call the following Wednesday. Combine with Rule #3 <ul style="list-style-type: none"> Provider is already scheduled Monday-Friday for a PM Job due to Rule #3 They will also be scheduled for Saturday 24hr Job using Rule #4 (<i>example below</i>) <ul style="list-style-type: none"> If Provider is assigned to work PM Job on Monday-Friday, Then he/she is also scheduled for 24hr Job on the following Saturday. Using this combination allows you to schedule one day and it will populate an entire work week
Common Use(s)	<ul style="list-style-type: none"> When you want to schedule an individual for non-consecutive days. When you want to combine with other Rules to simplify manual scheduling.
Best Practices	<ul style="list-style-type: none"> Test this Rule before creating others Always use on specific days, do not use Any Day Make sure all dropdown menus (<i>indicated in red in the example</i>) are filled