tigerconnect®

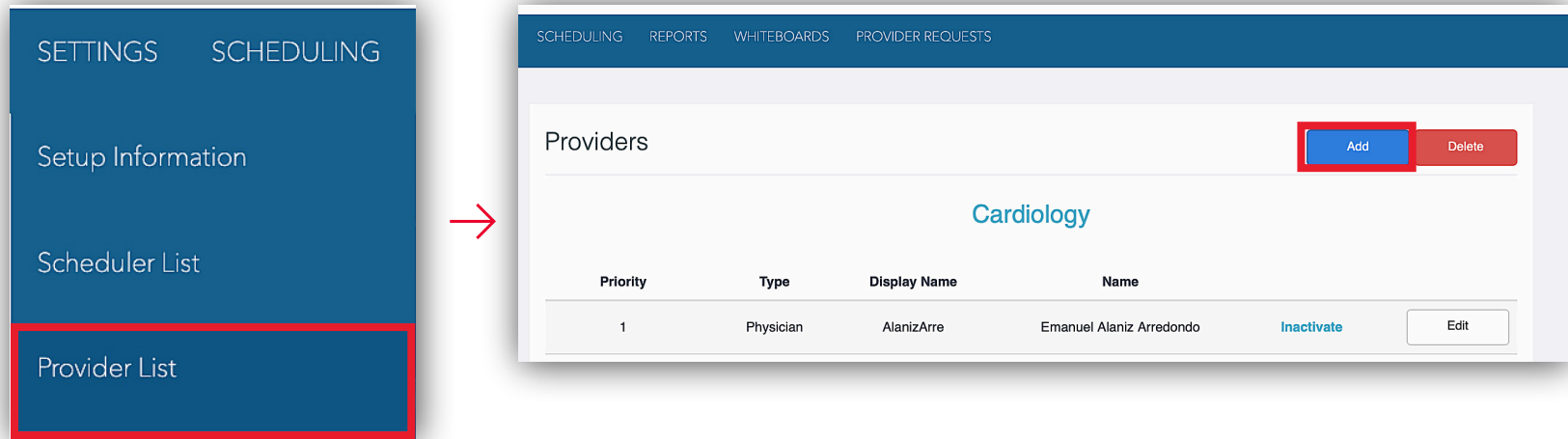**Physician Scheduling Platform**

Adding a New Provider

Steps

To set up a new provider, first go to:

Settings > Provider List.

Click on *Add* at the top right corner of the next screen.

Provider Information

On the following screen, fill out the necessary information for the provider and then click *Save*.

Depending on your organization, you will either have to setup the provider information manually or search for the user already synced with TigerConnect Physician Scheduling through TigerConnect.

If you are looking to remove a provider, before doing so, please review the *Checking Active Providers/Inactivating Providers* guide.

Adding Users from TigerConnect Messaging

Click *Search Users* at the upper right corner of the screen and type the name of the provider you are looking to add in TigerConnect Physician Scheduling. Once chosen, their information will be populated into the fields. Before adding this provider, review the following information:

• **Priority** - leave as 1 and any providers added in this way will be sorted alphabetically by Display Name.

• **Provider Type** - this defaults to *Physician*, review this to ensure correct type is being used for this individual.

• **Display Name** - If you have two providers with the same last name, add the first initial to the end of the display name.

Manually Adding a Provider

All Information with an asterisks will need to be entered. Leave *Priority* as 1 and providers will be sorted alphabetically by display name.

Note: When providers are added manually, user name are passwords are case sensitive.

Additional Provider Information

• **Job Color** (optional) - To help distinguish Provider types in the schedule view, you can assign a unique color to each Provider type during setup. Look for the ***color field*** or color picker tool during Provider creation or editing. Select a color from the palette that visually represents the Provider type.

• **Address** (optional)

• **Phone Number** (optional) - Using the dropdown, select the type of phone number. Make sure to enter any appropriate dashes or dots to format the phone number.

Color:	▢
Address:	
City:	
State:	Select One... ⌄
Zip Code:	
Start Date:	September ⌄ 2025 ⌄

Cellphone ⌄	
Work ⌄	
✓ Select One...	
Home	
Work	
Fax	
Cellphone	
Pager	

* Indicates the field is required

Cancel   **Save**

Reoccurring Days Off

After setting up the provider's name and contact information, the next screen will detail what recurring days off (if any) the provider will automatically have scheduled. Choose the options, making sure to check the dates are correct below the chosen day(s) and click *Next*.

Jorge Becerril - Reoccurring Days Off

Reoccurring Days Off   Delete

Add a Reoccurring Day Off

| Day Off ⌄ | Every ⌄ | Thursday ⌄ | Save |

Start Date: 07/21/2025   **End Date:** 08/25/2025

Back   Next

Skills

If Skills are being used on the schedule, select the skill desired and use the arrow to move to the Provider's Skill box. Click *Next* to go to the next step.

Jorge Becerril - Skills

Select the skills this provider posesses.

Skill List   Provider's Skills

| ⌄ | > | < | ⌄ |

Move All >>   << Move All

Back   Save   Next

Jobs

As a best practice, select only the jobs this provider does on a regular basis. This list will help select the appropriate providers in manual scheduling.

When using Scheduling Assistant, *Load* will determine how often the provider is scheduled in that Job. This will determine if that provider works 50%/100% of that Job compared to others.

If it applies, click the empty checkbox next to *Name* to select/de-select all Jobs. Click *Next*.

Jorge Becerril - Jobs

Call Jobs

☐	Name	Abbrev	Priority	Start	End	Load
☑	Cardiac Surgeon DAY	CSurgeonDAY	1	8:00 am	8:00 pm	100
☑	Cardio Surgeon Overnight	CSurgeonNIGHT	1	8:00 pm	8:00 am	100

Co-Worker Restrictions

Use this area to prevent providers from being scheduled at the same time.

Jorge Becerril - Co-Worker Restrictions

Select the providers which you would like to restrict the current provider from being scheduled with.

Restricted Providers

	Name	Type	Priority
☐	Jorge Barreto	Physician	1
☐	Jane Doe	Physician	1
☐	Alex Wang	Physician	1

Holiday History

Track any holidays this provider has been scheduled (for a specific job) to work in the past.

Select the job the provider worked, click *Switch*, and enter the year the provider was scheduled. If multiple years are needed, enter both years separated by a comma, no spaces.

Once you are finished entering holiday history, click *Next*. You may enter holiday history later at any time.

Jorge Becerril - Holiday History

| Becerril - Jorge Becerril | Cardiac Surgeon DAY ⌄ | Switch |

Holiday History

Name	Abbreb	History
New Year's Day	NYD	2024
Martin Luther King Jr. Day	MLKD	
Easter	EAST	
Memorial Weekend	MEWE	

Your new provider setup is complete. Click on the *Edit* button to the right of the provider's name to change any details.

Providers   Add   Delete

Cardiology

Priority	Type	Display Name	Name		
1	Physician	AlanizArre	Emanuel Alaniz Arredondo	Inactivate	Edit
1	Physician	Alex W	Alex Wang	Inactivate	Edit
1	Physician	Barragan	Gabriela Barragan	Inactivate	Edit
1	Physician	Becerril	Jorge Becerril	Inactivate	Edit

About TigerConnect

TigerConnect transforms healthcare with the industry's most widely adopted clinical collaboration platform – uniquely modernizing how doctors, nurses, care teams, patients, and data connect. With solutions spanning care communication, patient engagement, scheduling, alarm notifications, nurse call, and more, TigerConnect accelerates productivity, reduces costs, and improves patient outcomes, safely and securely. Trusted by more than 7,000 healthcare entities for user-friendly yet enterprise-ready solutions, TigerConnect delivers 99.995% verifiable uptime for more than 10 million messages each day.

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