

# How to view and adjust a practice's On Call Schedule

Last Modified on 08/30/2022 3:08 pm EDT

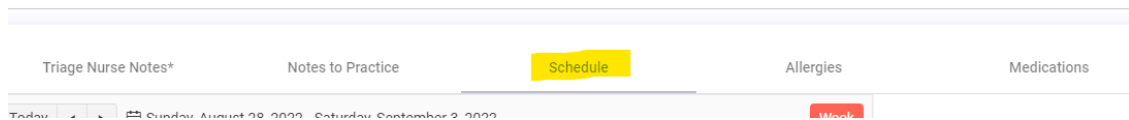
## ANYTIME After Hours

### On Call Schedule

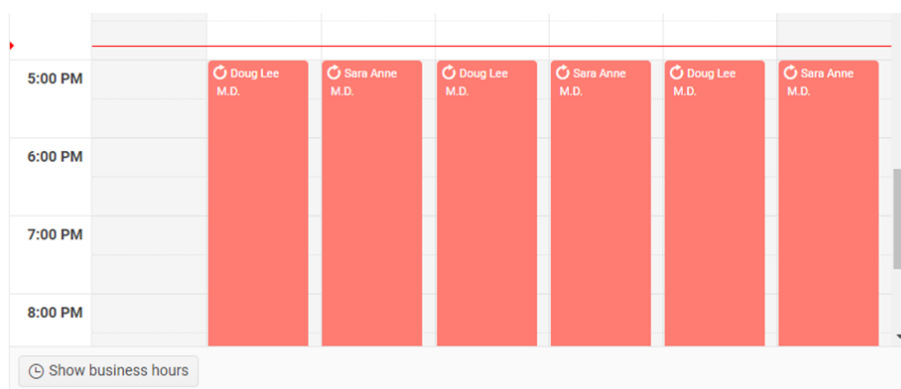
- Please follow the instructions below to successfully edit a practice's on-call schedule on the Anytime Pediatrics portal.
- Only Nurse Triage ADMINS can adjust a practice's on-call schedule.
- All other Nurse Triage users should contact Anytime support if there is a schedule that needs to be edited.

#### How to view the on-call schedule from the phone encounter screen

1. Click on the phone encounter tab from the homepage
2. Select the practice name
3. Scroll to the bottom of the page and select the schedule tab

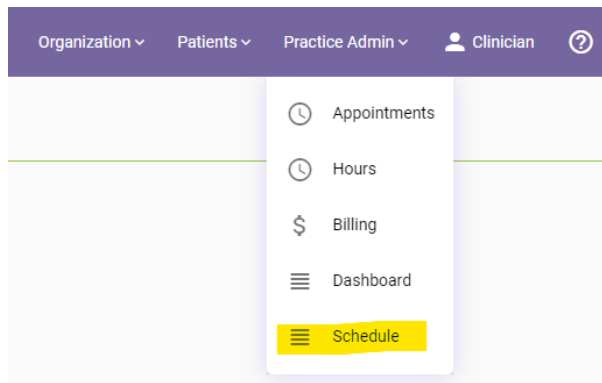


4. Scroll down to the current hour to view who is currently on call for this practice



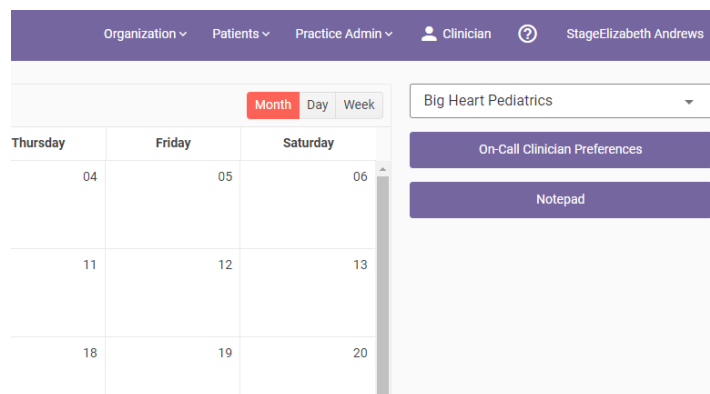
#### How to find the schedule on the Anytime Pediatrics portal

1. [Log into](#) your Anytime Pediatrics account.
2. Select the Practice Admin tab at the top of your screen
3. Select Schedule



## How to add on-call clinicians

1. To be able to add a clinician to the calendar they must first be added as an on-call clinician
2. Select the On Call Clinician Preferences button that is located on the right-hand side of the screen:



1. Click on the Add button to add each Clinical user who will be on call.
  1. Once you add a clinician, they will be available in the drop-down list for scheduling. You will not need to do this each month.
2. Select the color that will be used to identify the clinician easily in the calendar
3. Select the on-call clinician from the drop-down list.
4. Enter their on-call phone number
5. Enter any notes for this clinician
  1. EXAMPLE: Text after hours. Call in 15 minutes if you do not receive a reply.
6. Click SAVE once all the information is entered

1. Click the CLOSE button to go back to the calendar view

### How to enter your on-call schedule

1. Double click the date on the calendar
2. Fill out the information from the pop screen to indicate which provider is on call and their hours. Click save when all the information is entered.
  1. Example for a clinician covering from 5pm – 8am is below:

**Clinician Recurring Schedule**

ON-CALL CLINICIAN: James West MD

ON-CALL PHONE NUMBER: (555) 555-5555

START DATE: 8/1/2022

START TIME: 5:00 PM

END DATE: 8/2/2022

END TIME: 8:00 AM

REPEAT: **Never** Daily Weekly Monthly Yearly

ON-CALL NOTES: Text provider after hours from 5pm - 12am. Call from 12am-8am

Buttons: Cancel, Save

1. If you would like to set a weekly or monthly schedule, please feel free to use the repeat feature.
  1. If you select WEEKLY you must click on the days of the week to assign them. Ex below:

ON-CALL CLINICIAN: James West MD

ON-CALL PHONE NUMBER: (555) 555-5555

START DATE: 8/1/2022

START TIME: 5:00 PM

END DATE: 8/2/2022

END TIME: 8:00 AM

REPEAT: Never Daily **Weekly** Monthly Yearly

REPEAT EVERY: 1 week(s)

REPEAT ON: Sun **Mon** **Tue** **Wed** **Thu** **Fri** Sat

END:  NEVER  AFTER 1 occurrence(s)  ON 8/9/2022

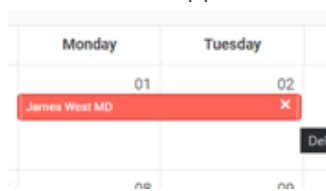
1. Once you click save, you will be taken back to the calendar and the changes you made will be reflected.

### How to Edit or change the on-call clinician

1. Select the date you need to change
2. Make the necessary changes on the pop up screen, and click save.

### How to DELETE an entry

1. If you need to DELETE a recent entry, hover over the clinician's name on the calendar and click the X that will appear.



Please contact [support@anytimepediatrics.com](mailto:support@anytimepediatrics.com) if you need help with your schedule or if you have any questions.