

## CHConnect Adding Coverage to a Department / On Call Pager

Correct Hall North Correct Hall
Click on My Corewell Heath     Scroll to CHE Paging     Click on Paging for All Locations
5. Click on the Paging tab 6. Click on Click Here
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CHConnect - Function / Page / On Call Ober State) Personal Pode / Debles and Call Reference Calles / Product / Page / On Call Ober State) / Personal Pode / Debles and Call Reference Calles / Product / Page / On Call Ober State) / Personal Pode / Debles and Calles Reference Calles / Product / Page / One / Personal Pode / Debles and Calles Reference Calles / Product / Page / One / Personal Pode / Debles and Calles Reference Calles / Product / Page / One / Personal Pode / Debles and Calles Reference Calles / Product / Page / One / Personal Pode / Debles and Calles Reference Calles / Pode / Pod
<ul> <li>Ensure that the name of the pager you are adding coverage to appears on the top of the screen</li> <li>Click on the desired button - COVERAGE or REFERRAL</li> <li>Click NEWEnter the PAGER ID that will be covering the Department pager</li> <li>Enter the START Date and Time</li> <li>Enter the END Date and Time - The coverage will automatically be removed on that date and time. *If no End Date is entered the coverage will remain until updated</li> <li>Click SAVE</li> </ul>
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The coverage will populate



Future Coverage can be added by repeating Steps 9 through 13

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v Exception Update								-
Current Exception								
Type	Covered Dy	Start		End		Time Zone		
COVERAGE	STAATS, JENNIFER N (12: 57149)	23-Jun-2025 09:45 AM	24 January w 3	.05 60 (80 ).	AM ¥	EASTERN	Save Colet	•
Add New Exception	[ Select appropriate exception type and press re	en.] 🔹 Coverage 🔿 Refenal	ONew SILdt	Delete				
Fature Exceptions	[ Edit or delete future exception ]							
Select	7/10	Message		Start	End.		Taxes Zone	
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## Changing the Virtual or Function Pager coverage via the Telephone

## This can be done from any telephone

- 1. Dial 248-55-15562 or 313-436-2848 (Option 2)
- 2. Enter the Virtual/Function pager ID number (XXXXX), then hit the # key.
  - The ID of the person currently covering the pager will be announced.
- 3. Dial 3 To change or delete coverage
- 4. Dial 2 To delete current coverage. Covering ID deleted
- 5. Dial 3 To change or delete coverage
- 6. Dial 1 To add the covering ID
- 7. Enter YOUR Pager ID.
- 8. You will receive a page indicating that you are covering the Virtual or Department pager. You are now covering the Virtual/Function Pager.

## Changing the Virtual/Function Pager coverage by contacting the hospital Operator

- 1. Call the Operators at 248-898-5000
- 2. Tell the Operator that you will be covering the Virtual/Function Pager ID XXXX
  - o The Operator will ask you for your Pager ID
  - The Operator should then ask how long you will be covering. Be sure to tell them "UNTIL FURTHER NOTICE".
  - This will ensure that the coverage does not come off before the next person who is covering the pager can add themselves on.
- 3. You will receive a page indicating that you are now covering the Virtual/Function Pager.