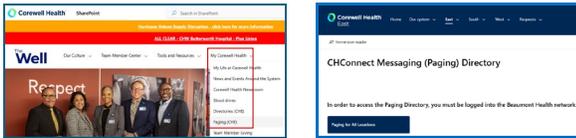


CHConnect Adding Coverage to a Department / On Call Pager



1. From *The Well*
2. Click on **My Corewell Health**
3. Scroll to **CHE Paging**
4. Click on **Paging for All Locations**

5. Click on the **Paging** tab
6. Click on **Click Here**



7. Enter the **Pager (Messaging) ID** of the pager you wish to add coverage to in both the **User ID** and **Password** fields.
8. Click **Log In**



Ensure that the name of the pager you are adding coverage to appears on the top of the screen

9. Click on the desired button – **COVERAGE** or **REFERRAL**
10. Click **NEW** Enter the **PAGER ID** that will be covering the Department pager
11. Enter the **START Date and Time**
12. 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
13. Click **SAVE**



The coverage will populate



Future Coverage can be added by repeating Steps 9 through 13



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
 - 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.