BHConnect Adding Coverage to a Department / On Call Pager

1. Click on the PAGING tab
2. Click on “CLICK HERE”
3. Enter the PAGER (Messaging) ID of the pager you wish to add coverage to in both the User ID and Password fields
4. Click LOG IN

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

5. Click on the desired button – COVERAGE or REFERRAL
6. Click NEW
7. Enter the PAGER ID that will be covering the Department pager
8. Enter the START Date and Time
9. 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
10. Click SAVE

The coverage will populate

Future Coverage can be added by repeating Steps 5 through 10
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.