Beaumont

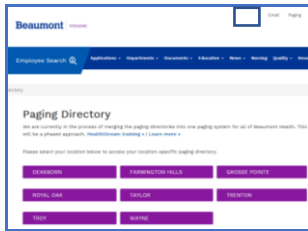## BHConnect Adding Coverage to a Department / On Call Pager
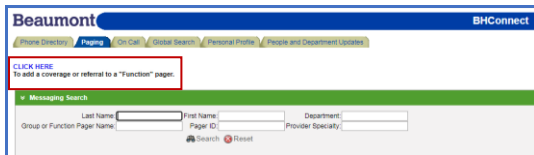
BHConnect

From *Inside Beaumont*
Click on Paging
Next choose your campus

You will be directed to the main **BHConnect** page

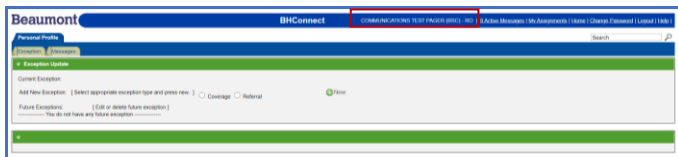Clicking on the *Beaumont* logo will return you to the main Beaumont page

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
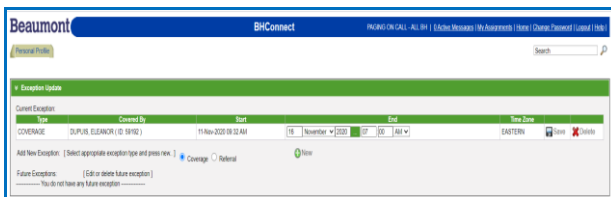4. Click **LOG IN**

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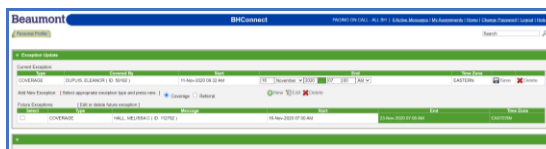

5. Click on the desired button – **COVERAGE or REFERRAL**
6. Click **NEW**
7. Enter the **PAGER ID** that will be covering the Department pager
8. Enter the **START Date and Time**
9. Enter the **END Date and Time** – The coverage will automatically be removed on that date and time.
   *If no End Date 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

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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
   - 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.