Coverage and Referrals are added under the Personal Profile tab.

You will be required to log in using your Beaumont login and password.

1. Choose Coverage or Referral button
2. Click New
3. Enter Covering ID or Phone Number along with Start/End Dates/Times
4. Click Save

*Coverage and Referrals may be scheduled, and will automatically update according to dates and times entered.*
Using the Telephone

Changing the Personal Page coverage via the Telephone
This can be done from any telephone

Adding a Covering ID or a Referral number
1. Dial 248-551-5562
2. Enter your pager ID number (XXXX), then hit the # key.
3. Dial 3 - To add a covering pager ID
   or
   Dial 4 - To enter a number where you may be reached
4. Dial 1 - To enter a covering ID or referral number
5. Enter the Pager ID of the individual who will be covering you or the number where you may be reached.
   • Coverage will be repeated by the system.
6. You will receive a page indicating that you are covering the that individual.

Change and/or Delete Coverage or Referral number
7. Dial 248-55-15562
8. Enter your pager ID number (XXXX), then hit the # key.
   • The ID of the person currently covering the pager will be announced.
9. Dial 3 - To change or delete coverage
10. Dial 2 - To delete current coverage.

   Covering ID deleted
11. Dial 3 - To change or delete coverage
12. Dial 1 – To add the covering ID
13. Enter the Pager ID of the individual who will be covering you.
14. You will receive a page indicating that you are covering the that individual.

Contacting the Hospital Operator

1. Call the Operators at 248-551-5000
2. Tell the Operator that you wish to add pager coverage to your pager.
   • The Operator will ask you for your Pager ID
   • The Operator should then ask how long you will be covering. Provide them the end date and time of the desired coverage.
   • If you do not know how long you will need this coverage, tell the Operator to add the coverage “Until further notice”.
   • You will receive a page indicating that you are now being covered by the desired individual.
   • The pager coverage will automatically come off only when a specific end date and time is provided.