

# Beaumont

## BHConnect

### Personal Profile Tab

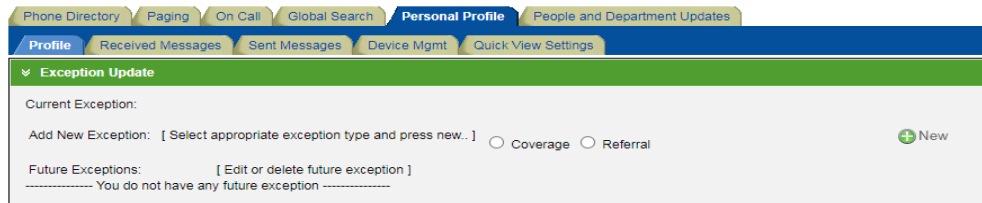
#### Coverage / Referral



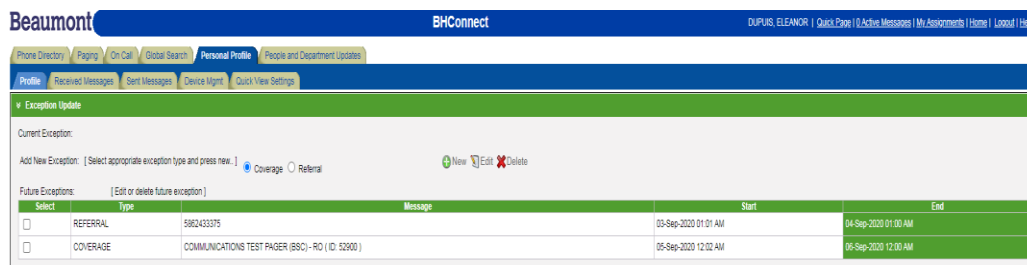
Coverage and Referrals are added under the **Personal Profile** tab.

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

Sign in  
https://paging.beaumont.org  
Username: edupuis  
Password: .....  
Sign in Cancel



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.

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## Using the Telephone

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### 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 (XXXXX), 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 (XXXXX), 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

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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.*