CHConnect Quick Reference Guide

From *The Well,* click on *My Corewell Health*
Click on *Paging (CHE)*
Choose *Paging for All Locations*

CHConnect Messaging (Paging) Directory

In order to access the Paging Directory, you must be logged into the Beaumont Health network.

Paging for All Locations

Phone Directory

Provides contact information all campuses.
If the user has a messaging device, paging can also be done from the Phone Directory.
The "%" sign may be used as a wild card to expand your search.
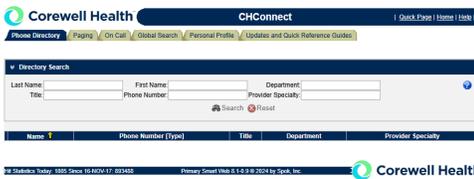
Paging

Messaging for staff, physicians, & On Call coverage at all campuses
Search by Last name, First Name, Pager ID, Department, Specialty, or Group
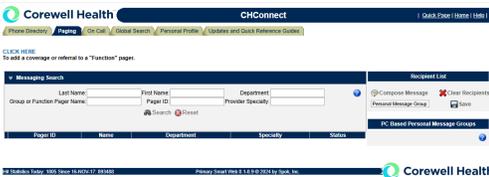
 Click on icon to initiate your page

 Click on icon to send an email

 Page status

 Sending to all devices

 Click on icon to obtain calling preferences.
Calling preferences will also populate before a page can be generated.
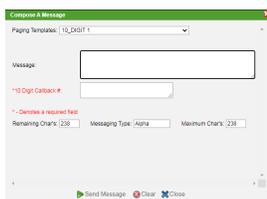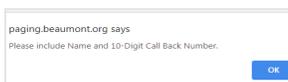
Personal Profile

CHConnect Instructions / Calling Preferences

Calling preferences, and instructions may be entered to alert those paging of any special instructions.

Calling preferences and instructions are entered under the **Personal Profile** tab.

You will be required to log in using your Corewell Health login and password.
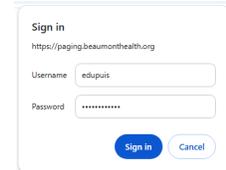
1. Enter contact preference in Instruction Text box
2. Click Save

 Instruction icon will display alerting users that you have instructions / preferences entered.

Preferences will be displayed prior to the message box populating to enter page.

Personal Profile
Coverage / Referral

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

You will be required to log in using your Corewell Health 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
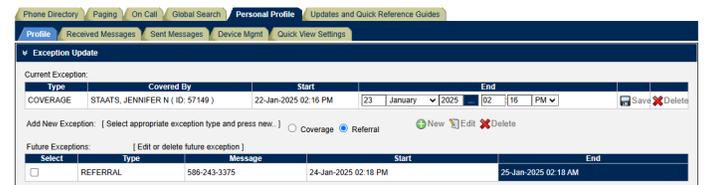
***Coverage and Referrals may be scheduled, and will automatically update according to dates and times entered