

PHYSICIAN PREFERENCE GUIDE TIP SHEET

ABOUT

The Physician Preference Guide is a self-service tool that allows physicians to manage and update their admission and specialty preferences. As of 2021 physicians are responsible for updating and maintaining their own information in the PPG.

Each hospital will identify a local admin and physician lead to help operationalize the PPG. We strongly encourage that individual physicians populate and manage their PPG preferences but also understand the need for local autonomy in how medical staff offices and administration supports physicians.

If a physician is unable to login and update their preferences, they may contact a site admin or physician lead for assistance. The admin's ability to edit preferences for physicians is on a case-by-case basis and determined locally by each site. Local admins must keep documentation that a request for a change was made by a physician.

HOW TO LOGIN TO THE PPG

Login while on the BH Network or at a Beaumont facility

1. Visit <https://internal.beaumont.org/ppg>
2. Click LOGIN and choose your Beaumont Health account or enter your BH credentials using your `firstname.lastname@beaumont.org` email address. If you do not know your Beaumont email, please call the IT Help Desk at 888-481-2448.

Login while at home or on a private office network

1. From your personal computer, open your web browser, Internet Explorer or Chrome and go to the Beaumont Health Apps website <https://bhapps.beaumont.org/>. If you are using a Beaumont laptop or PC, the Beaumont Health Apps icon can be found on your desktop screen.
2. Login with your Beaumont credentials that you use to login to the Beaumont network, ie. Your BH ID. If you do not know your BH ID username, please call the IT Help Desk at 888-481-2448.
3. You will need to authenticate using DUO on your phone. If you have not downloaded DUO, find [instructions here](#). Please download DUO before going through BH Apps.
4. Once authenticated and logged into BH Apps, click on the Physician Resource icon*.
5. Click on the purple Physician Preference Guide button
6. Click LOGIN and choose your Beaumont Health account or enter your BH credentials using your `firstname.lastname@beaumont.org` email address. If you do not know your Beaumont email, please call the IT Help Desk at 888-481-2448.
7. *If you do not see the Physician Resource icon, click on the Beaumont Intranet icon while in BH Apps. A download will appear in the bottom left corner of your browser window. Double click to open it and you will be directed to the Intranet. From there click on Resources in the Blue Navigation bar, then Physician Resources and follow steps 5 & 6 listed above.

VIEW & EDIT YOUR PREFERENCES

Once you are logged in you will be taken to a page that displays your Preferences Profile. Any information that was entered into the previous PPG program should be displayed.

If you have never entered preferences, you will have the option to add preferences.

To change or add preferences to your profile, click on “Edit” button on your profile screen

Admitting Preferences

- Click on the location for which you wish to set preferences for and then click the blue edit button. A pop-up will appear allowing you to choose to Admit to Self, Admit to Med-Call On-Staff or Admit to another Physician with the ability to type in and select their name. Next click Save to save your preference for that location.
- Preferences can be assigned to a specific physician or physician group. If the group you wish to choose does not appear in the drop-down please contact your site Admin.
- Only one physician can be chosen for Admitting and Specialty preferences
- Please use the notes field for basic information regarding your admitting preferences and if you prefer a call prior to admitting or discharging a patient.
- Do not enter phone numbers in the notes section, please use BHConnect for all calling preferences and phone or pager numbers.

Specialty Preferences

- To add a specialty preference, click on the blue Add Specialty button
- To edit an existing specialty preference, click on Edit next to the Specialty

Visit <https://providers.beaumont.org/links/admission-preferences> for additional Training Videos & Tip Sheets

For questions or assistance with the PPG, please contact a site admin

- Dearborn: Kathy.Glowczewski@beaumont.org
- Farmington Hills: Sonja.Amos@beaumont.org or Tamara.Musch@beaumont.org
- Grosse Pointe & Troy: Jill.Schoenherr@beaumont.org
- Royal Oak: Kathleen.Cesaro@beaumont.org
- Taylor: Amy.Lavrack@beaumont.org
- Trenton: Ashley.Crowley@beaumont.org
- Wayne: Kayla.Hill@beaumont.org