

# Paging Groups

## Training Guide



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# Paging Groups

## Function and Setup


The Paging Groups tab contains the list of all the paging groups in the organization. There are two types of patient groups: Schedule, and Broadcast.

Paging Groups + Add

Search by name  Department

Name ^	Department ^	# of members ^	Type ^	Escalation policy
Cardiology	Cardiology	5	Schedule	✓
Cath Lab	Cardiology	4	Schedule	none
ICU Nurses	Radiology	3	Broadcast	none
Ortho Broadcast	Orthopedics	4	Broadcast	none
Orthopedics OnCall	Orthopedics	5	Schedule	none

When a page is sent to a broadcast group, all members of the group are sent the message at the same time.

Paging Groups >  ICU Nurses

Settings




**Name**

**Department**

**Escalation Policy**

Members

Search

-  Abigail Parker
-  Andrea Labelle
-  Barry Parker

When sending a page to a scheduled paging group, only the members who are currently on call will receive the message.

Where multiple members are scheduled at the same time each subscriber will receive the page.

Paging Groups > **Orthopedics OnCall**

Schedule Settings

month week day Apr 3 — 9, 2016 today < >

	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9
all-day							
12am				12:00 - 1:00 - 1:00 - 1:00 Amy Ryan Andrea Labelle Barnaby Parker			
1am							
2am							
3am							

Members

- Amy Ryan
- Andrea Labelle
- Barnaby Parker
- Barry Parker
- Xander Wells

To create a new paging group, click the “add” link in the top right-hand corner, choose between schedule or broadcast.

Paging Groups **+ Add**

Search by name Department

Name ^	Department ^	# of members ^	Type ^	Escalation policy
Cardiology	Cardiology	5	Schedule	✓
Cath Lab	Cardiology	4	Schedule	none
ICU Nurses	Radiology	3	Broadcast	none

For broadcast group select the radio button “broadcast group”. Name your broadcast group. Now click save. Categorize this group by assigning a Department. Next, add members to this group then click save.

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The new group will appear on the left, in the paging groups tab.

To create a schedule group, click “Add”, leave the radio button on schedule group. Assign a name. Also you will be prompted to assign a failover user. Click the field, select your failover user. Click save.

Create Paging Group

**Group Type**

Schedule Group

Broadcast Group

**Name**

Neurology

**Failover User**

Select User

- Aaron Green
- Abby Anders
- Abigail Parker
- Amy Ryan
- Andrea Labelle**
- Andreas van Barneveld
- Andre van Houte
- Angela Michelle Gruber

Should there be a gap in the schedule, the failover user will receive the page. The failover user does not necessarily have to be a member of this paging schedule group.

Next, add members to the schedule group by clicking in the field and selecting from the drop-down list below. Then click save.

For additional videos or further questions please contact us at the website, email, or telephone number displayed below.