

**Providence
Anesthesiology
Associates**

**Pay and Assignment
Management System
(PAMS)
Handbook**

Revised 2014 December 28

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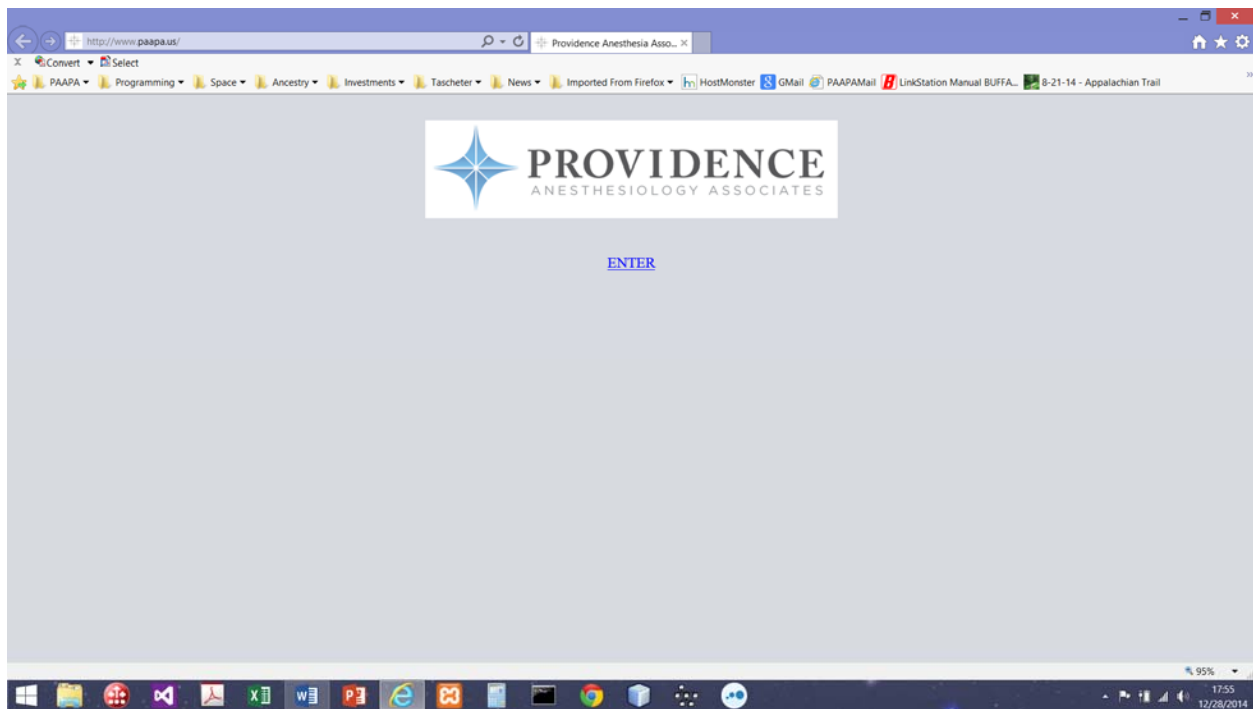
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I. Introduction

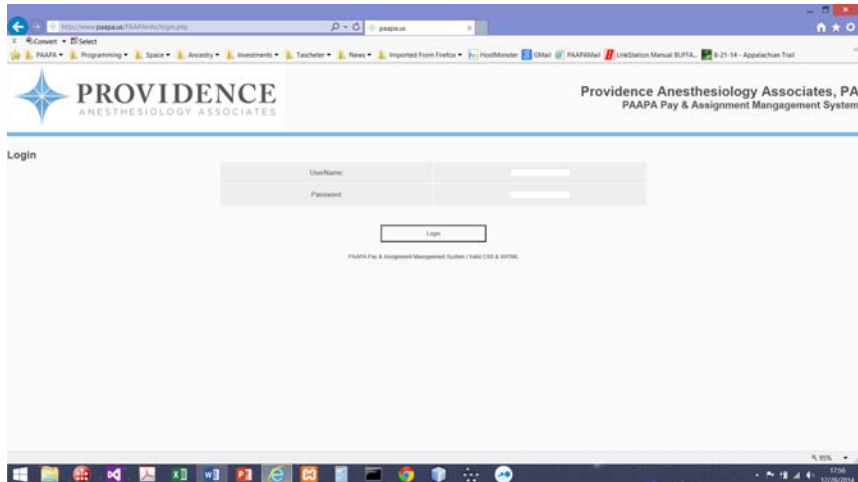
The Presbyterian Anesthesia Pay and Assignment Management System (PAMS) is a web-based interactive application designed to view and make changes in a PAAPA partner's schedule. It has been in use since 2009. New pay rules have necessitated revision and updating of the system. The application is accessible from any computer with an internet connection 24 hours a day. It is written in PHP/HTML, Javascript, CSS, and Ajax. Data is kept on a MySQL database.

II. The Website

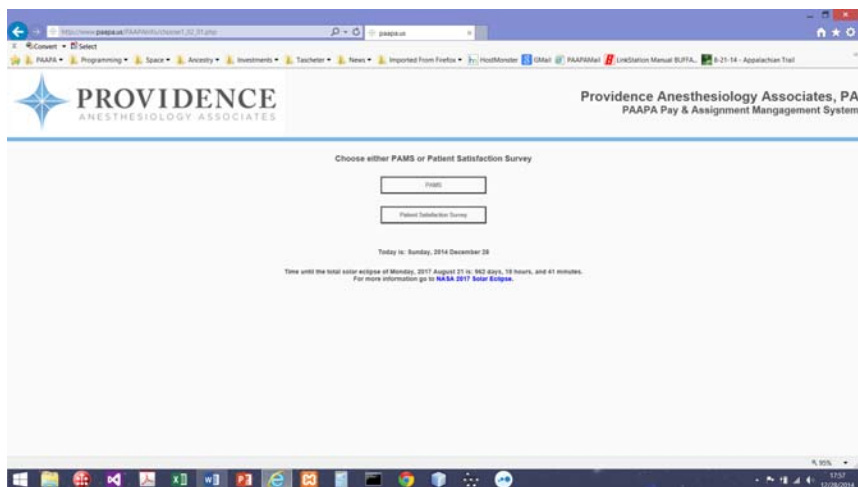
PAMS is accessed at www.paapa.us.



Login id is the partner's initials (as designated by the group). The password is reset by the partner at first use after using their PAA number as the initial password. This password, if forgotten or if it needs to be changed, may be reset.



Once the site is entered, one may choose to enter the PAMS part of the program or review Patient Satisfaction results (not covered in this manual).



Next one must choose the partner and the month for viewing and changes. The screen defaults to the partner who has signed in and the present month.

However, anyone may access and change anyone's schedule.

ALL CHANGES ARE LOGGED AS TO DATE, TIME, AND PERSON MAKING THE CHANGES. ALL CHANGES ARE MONITORED AND SUBJECT TO REVIEW AND APPROVAL.

Months normally available for viewing or changing are this month and next month. The previous month is available until the 3rd of this month. All changes for the previous month must be made on or before the 3rd of this month. The next month is usually available within a day or two of the new schedule release.

User: Dale Buchanan [Schedule For Page](#) [Complete Month](#) [ORMGR Worksheet](#) [Logout](#)

Schedule For: Dale Buchanan Month: August Day: 1

Submit

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Vac	2 Vac	3 Vac	4 Vac	5 Vac	6 Vac
7 C OR	8 OrOff	9 HASC	10 H 1 H 1 Added Hours (10.50)	11 S A (-3.50)	12 H 2	13 Wkend
14 Wkend	15 C Hnt C Hnt	16 H Off	17 Spk 2	18 S Hnt	19 ORMGR/Peds Peds Call	20 Wkend

On the “Choose Day” page to select a day one may choose a day from the dropdown menu under “Day” at the top right of the page and click “Submit” OR one may simply click on the specific day to be chosen. When the cursor is over a specific day the border will turn yellow (as can be seen for the 9th here).

Any “Day Assignments” will be with a green background with white lettering, unless it has been altered from the original assignment in which case it will display as green lettering with a white background. Call assignments, likewise, will be black lettering on a yellow background or yellow lettering on a black background if altered from the original assignment. This makes it easy to see which days have been changed.

The blue menu bar at the top shows (from left to right) the current signed-on user, the partner whose schedule has been accessed, and the date (blue arrows). Then there are five links, which if clicked, take the user to the "Schedule For Page," the "Complete Month" page, "ORMGR" page, "Meeting Notification" page, or allows the user to "Logout" (black arrows).

Providence Anesthesiology Associates, PA
PAAPA Pay & Assignment Management System

User: Dale Buchanan Schedule For Page Complete Month ORMGR Worksheet Meeting Notification Logout

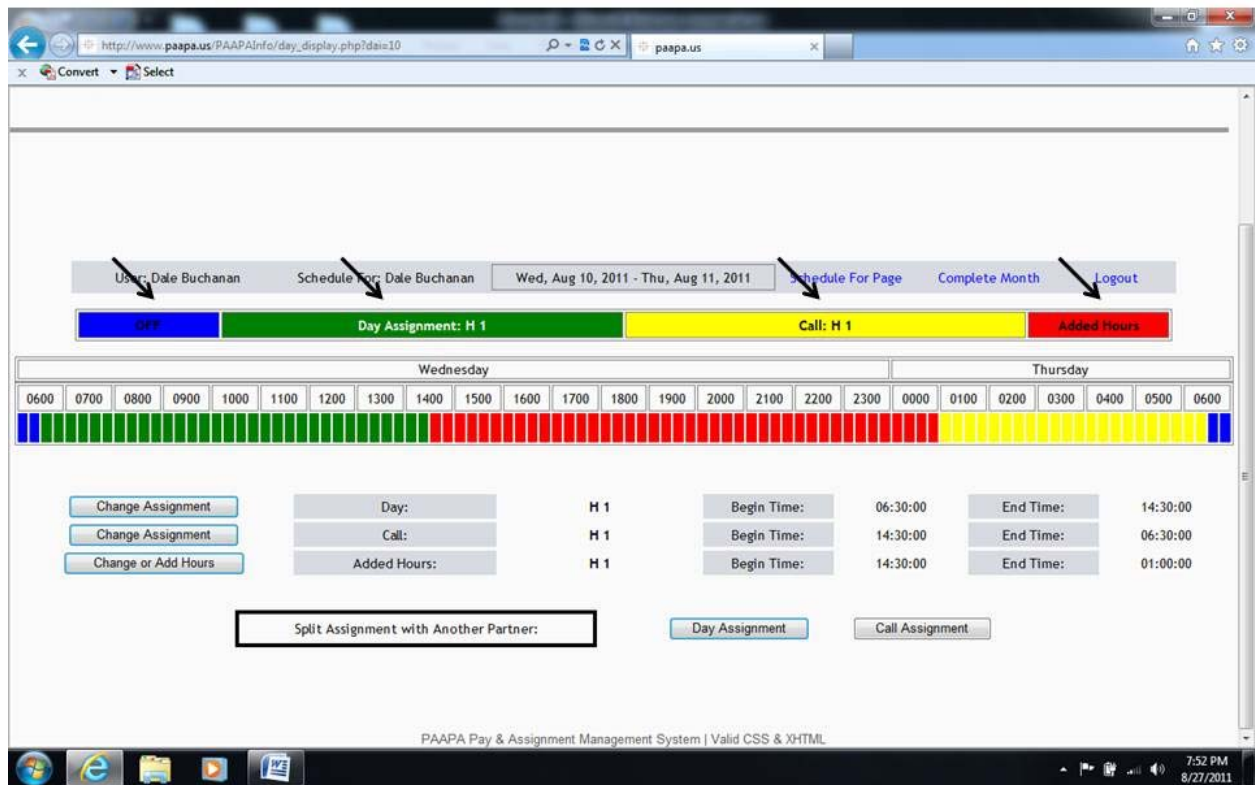
Schedule For Dale Buchanan Month: December Day: 1 ☒ Submit

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 S Bus	2 H 1	3 H 2	4 HASC	5 C Hnt	6 H Off
		H 1 Added Hours (4.00)			C Hnt	
7 Wkend	8 S Hnt	9 C Hnt	10 H Off	11 COPS1	12 Shnt2	13 Wkend
	Added Hours (1.50)	C Hnt		Added Hours (3.50)		
14 C OB	15 ObOff	16 HASC	17 Spk 2	18 None	19 OrOff	20 Vac
				C OR		
21	22	23	24	25	26	27

After choosing the day, this page appears.

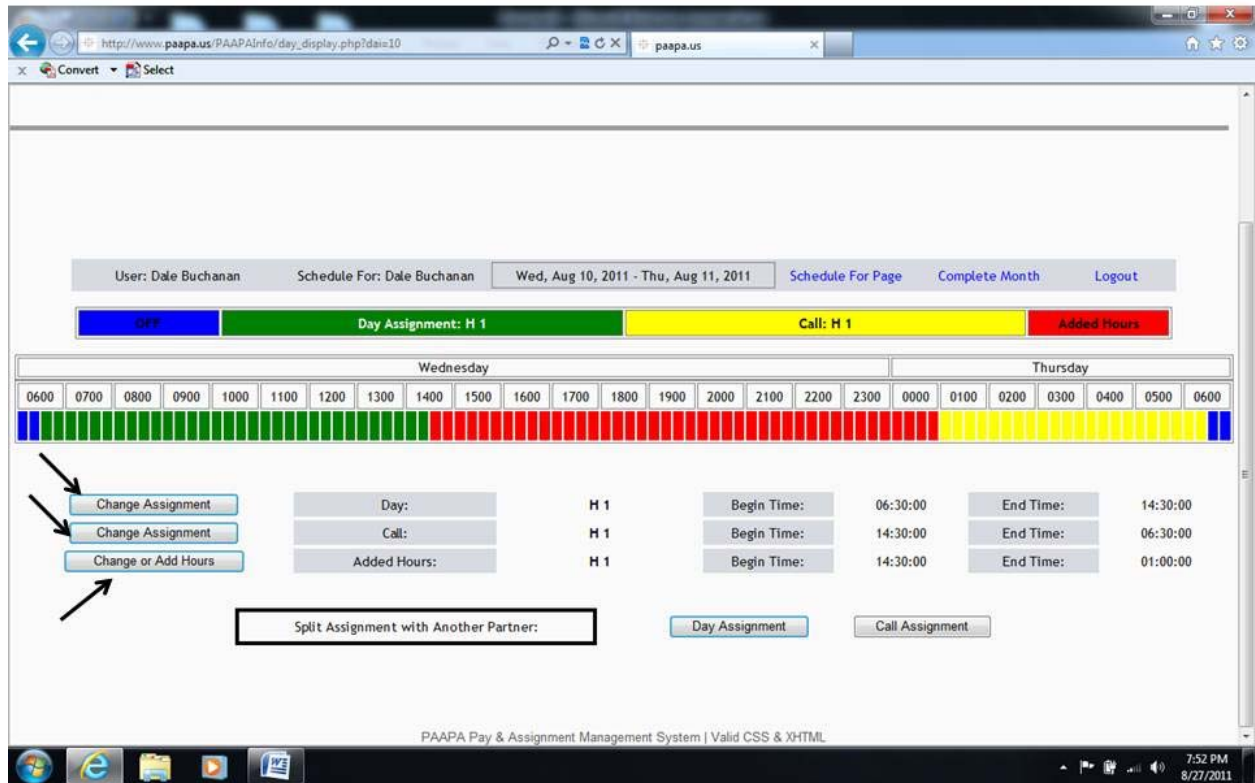
The screenshot shows a web browser window displaying the PAAPA Assignment Web interface. The browser's address bar shows the URL: http://www.paapa.ut/PAAPAInfo/day_display.php?dai=3. The browser's toolbar includes various icons for navigation and search. The page header features the Providence Anesthesiology Associates logo on the left and the text "Providence Anesthesiology Associates, PA PAAPA Pay & Assignment Management System" on the right. Below the header, a navigation bar displays the user's name "User: Dale Buchanan", the schedule for "Dale Buchanan" for "Wed, Dec 3, 2014 - Thu, Dec 4, 2014", and links for "Schedule For Page", "Complete Month", and "Logout". The main content area shows a schedule grid for Wednesday and Thursday. The grid displays time slots from 0600 to 0600 in 15-minute increments. The schedule for Wednesday shows a "Day Assignment: H 2" from 0600 to 1430 and a "Call: NONE" from 1430 to 0600. The schedule for Thursday shows a "Day Assignment" from 0600 to 1430 and a "Call Assignment" from 1430 to 0600. Below the grid, there are input fields for "Day", "Call", and "Added Hours", and buttons for "Change Assignment", "Change or Add Hours", and "Split Assignment with Another Partner". The footer of the page displays the text "PAAPA Pay & Assignment Management System | Valid CSS & XHTML".

The menu line has the User, the partner's schedule being accessed, the date, and links to the "Schedule For Page", "Complete Month", and "Logout."



The next line shows that any off time on the time bar is indicated by blue blocks, the Day Assignment segment is indicated by green and lists the present day assignment, any Call Assignments are indicated by yellow and the current call assignment is listed, and any Added Hours are indicated by red.

The time line shows the days of the week covered by these assignments, then the hour blocks of the day, and finally by the colored blocks indicating the various 15 minute increments with the appropriate assignment colors.



Below the time line are three or more lines showing the Day Assignment, any Call Assignment, and any Added Hours including the assignment name, the begin time, and the end time. The buttons to the left are links that take the user to a page to alter either of the assignments or to add hours.

User: Dale Buchanan Schedule For: Dale Buchanan Wed, Aug 10, 2011 - Thu, Aug 11, 2011 [Schedule For Page](#) [Complete Month](#) [Logout](#)

OFF **Day Assignment: H 1** **Call: H 1** **Added Hours**

Wednesday Thursday

0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	0000	0100	0200	0300	0400	0500	0600
Blue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Blue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

Change Assignment Day: H 1 Begin Time: 06:30:00 End Time: 14:30:00

Change Assignment Call: H 1 Begin Time: 14:30:00 End Time: 06:30:00

Change or Add Hours Added Hours: H 1 Begin Time: 14:30:00 End Time: 01:00:00

Split Assignment with Another Partner: Day Assignment Call Assignment

PAAPA Pay & Assignment Management System | Valid CSS & XHTML

7:52 PM 8/27/2011

A partner may split a Day or Call Assignment with another partner. If a partner wants to split a Day Assignment with another partner then the “Day Assignment” button should be clicked. If a partner wants to split a Call Assignment with another partner then the “Call Assignment” button should be clicked.

PAAPA Pay & Assignment Management System

User: Dale Buchanan Schedule For: Dale Buchanan Tue, Dec 2, 2014 - Wed, Dec 3, 2014 Schedule For Page Complete Month Logout

Day Assignment: H 1 Begin Time: 06:30:00 End Time: 14:30:00

Day Assignment: None Begin Time: 06:00:00 End Time: 06:00:00

Submit Changes

PAAPA Pay & Assignment Management System | Valid CSS & XHTML

On the Change Day Assignment page, the look of the page is similar to the Day Display page with the menu bar at the top, the hour time line, etc. However, the bottom drop down menus allow a partner to choose an assignment and the begin and end times for that assignment. By default the current “Day Assignment”, “Begin Time,” and “End Time” are displayed. When a different assignment is chosen, the default begin and end times for that assignment are automatically updated and are shown in the “Begin Time” and “End Time” drop down menus. When the proper choices are made, the “Submit Changes” button is clicked to execute the changes. An extra "Day Assignment" line is present in case a partner has parts of two day assignments like when splitting a day assignment with another partner.

The screenshot displays the PAAPA Pay & Assignment Management System interface. At the top, the browser address bar shows the URL: <http://www.paapa.us/PAAPInfo/home.php?homechange=Change+Assignment>. The page header includes the Providence Anesthesiology Associates logo and the text "Providence Anesthesiology Associates, PA PAAPA Pay & Assignment Management System".

The main content area shows the user "Dale Buchanan" and the schedule for "Tue, Dec 2, 2014 - Wed, Dec 3, 2014". The interface includes a navigation bar with tabs: "Day Assignment: H 1", "Call: H 1", and "Add Hours". Below this, a timeline grid shows the schedule for Tuesday and Wednesday. The timeline is divided into 15-minute intervals, with colors indicating different assignment types: blue for "Day Assignment", red for "Call", and yellow for "Add Hours".

Below the timeline, there are two rows of assignment details:

Call Assignment	Begin Time	End Time
H 1	14:30:00	06:30:00
None	06:00:00	06:00:00

A "Submit Changes" button is located below the assignment details. At the bottom of the page, the text "PAAPA Pay & Assignment Management System | Valid CSS & XHTML" is visible.

The Call Assignment page works in the same fashion as the Day Assignment page. In both the Day Assignment and Call Assignment pages a user may have up to two assignments and/or begin and end times (as when an assignment has been split).

The Add Hours Assignment page works in a similar fashion to the other two but may have up to three different periods of added hours.

The screenshot shows a web browser window with the URL `http://www.paapa.us/PAAPInfo/split.php?assignmentSplit=Day+Assignment`. The browser's address bar and tabs are visible at the top. Below the browser window, the PAAPA website header is displayed, featuring the Providence Anesthesiology Associates logo on the left and the text "Providence Anesthesiology Associates, PA" and "PAAPA Pay & Assignment Management System" on the right. A navigation bar below the header contains links: "Schedule For Page", "Complete Month", "ORMGR Worksheet", and "Logout". The main content area is titled "Choose Involved Partners in Assignment Split". It contains two dropdown menus: "Partner Who Currently Has the Assignment To Be Split" (with "Buchanan, Dale" selected) and "Partner Who Is Getting Part of the Assignment" (with "Zosky, Kevin" selected). A "Submit Changes" button is located below the dropdowns. At the bottom of the page, a small footer reads "PAAPA Pay & Assignment Management System | Valid CSS & XHTML". The Windows taskbar is visible at the very bottom of the image, showing various application icons and the system clock indicating 18:22 on 12/28/2014.

When the Split Assignment – Day Assignment page is selected one gets a page in which the partner currently holding the assignment and the partner who is getting a portion of the assignment must be selected and submitted.

Providence Anesthesiology Associates, PA
PAAPA Pay & Assignment Management System

Schedule For Page Complete Month ORMGR Worksheet Logout

Partner with Assignment to Split:
Partner Getting Portion of the Split Assignment:
Assignment Being Split:
Date of Assignment:

Dale Buchanan
Kevin Crosby
H 1
2014-December-2

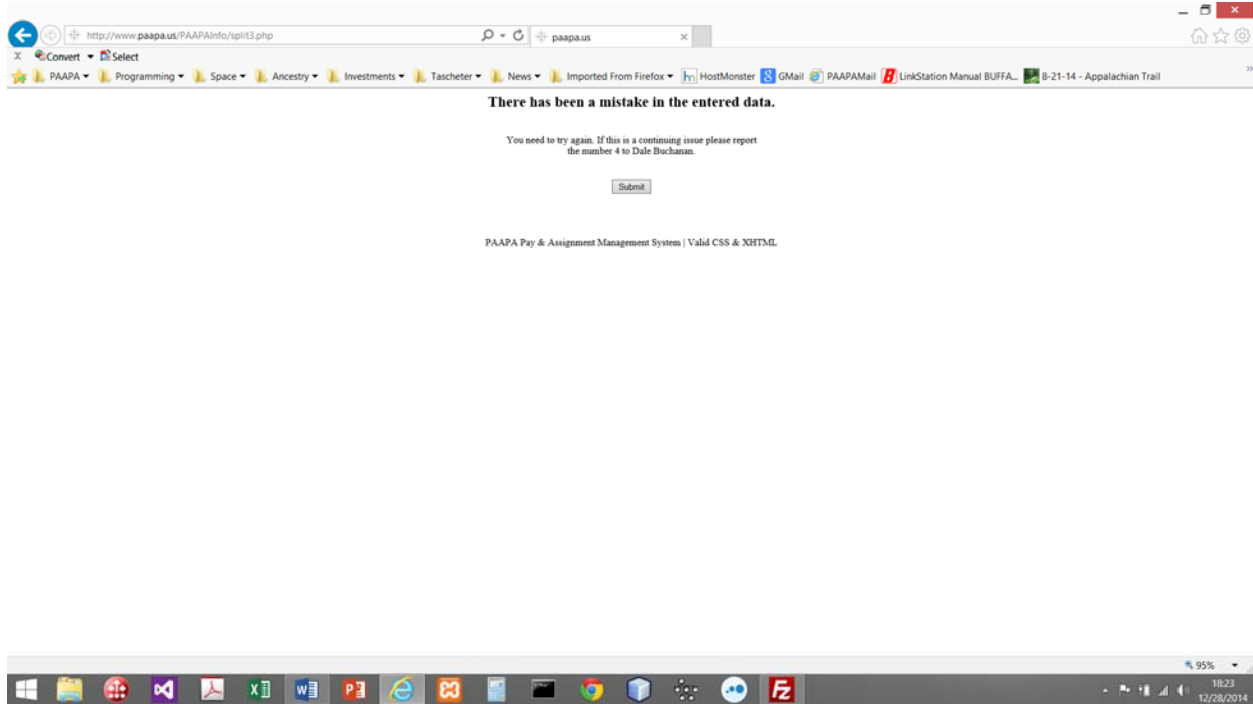
Part	Partner	Begin Time	End Time
First Part of Assignment:	Dale Buchanan	06:30:00	14:30:00
Second Part of Assignment:	Kevin Crosby	06:30:00	14:30:00
Third Part of Assignment:	Unnecessary	06:30:00	14:30:00

Submit Changes

PAAPA Pay & Assignment Management System | Valid CSS & XHTML

This page is then loaded. It shows the “Partner with Assignment to Split,” the “Partner Getting Portion of the Split Assignment,” the “Assignment Being Split,” and the “Date of Assignment.” Then the assignment must be doled out between the selected partners according to time. If the assignment is divided into two segments then the “Third Part of Assignment” should be left as “Unnecessary.” If the assignment is divided into three segments then the partner receiving the “First Part of Assignment” and the partner receiving the “Third Part of Assignment” must be the same with the partner receiving the “Second Part of Assignment” as the ‘other’ partner.

Also, the “End Time” of the “First Part of Assignment” must be the same as the “Begin Time” of the “Second Part of Assignment.” If the assignment is divided into three parts, then, also, the “End Time” of the “Second Part of Assignment” and the “Begin Time” of the “Third Part of Assignment” must be the same.



When submitted, if any errors have been made in these selections there will be a conflict page and the partner making the selections will need to start over. Sometimes a code is displayed which, if necessary, will help determine the error type.

Since there are no “Day Assignments” on weekends or holidays, the option to split a “Day Assignment” will not be available on these days.

The “Split Assignment with Another Partner” “Call Assignment” page works the same as that for the “Day Assignment.”

http://www.paapa.us/PAAPInfo/monthcalendar2.php Month Schedule

Convert Select PAAPA Programming Space Ancestry Investments Taschetter News Imported From Firefox HostMonster Gmail PAAPAMail LinkStation Manual BUFFA 8-21-14 - Appalachian Trail

PROVIDENCE
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Providence Anesthesiology Associates, PA
PAAPA Pay & Assignment Management System

User: Dale Buchanan Schedule For Page ORCA Worksheet Logout

Schedule For: 12/2014

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Vadinas 6	BD OH (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Scharf 7	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Willford 8	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Ryskewich 10	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Ebert 14	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Holmes 16	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Harper 17	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)
Klapthor 18	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)	BD (08:30-14:30)

95% 18:25 12/28/2014

The "Month Schedule" page looks like this. It contains all assignments of all partners for the month.

Assignment	Sun. Aug 28	Mon. Aug 29	Tue. Aug 30	Wed. Aug 31
ORMGR		Morales (22)	Mocheles (27)	Bauertie (34)
C OR	Rubin (56)	Gray (24)	Morales (22)	Turner (32)
S A		Gooding (12)		Norton (15)
S APeds			Fronapfel (58)	
S B			Richardson (62)	Askins (42)
S BPeds		Ebert (14)		
S C		Merx (23)	Harper (17)	
S CPeds				Buchanan (25)
S Epi		Klaphor (18)	Norton (13)	Klaphor (18)
C OB	Mendoza (40)	Griggs (57)	Shook (51)	Vogelhut (47)
OB 1		Willford (8)	Turner (32)	Duggins (37)
C Mat	Duggins (37)	Stranck (35)	Willford (8)	Schaff (7)
S Mat		Pearson (19)	Merx (23)	Ducey (31)
Mat2		Vogelhut (47)	Buchanan (28)	Gooding (12)
C Hnt	Klaphor (18)	Brannon (44)	Weina (41)	Fronapfel (58)
S Hnt		Sandoval (60)	Malak (52)	Brannon (44)
Shut2		ROWAN (63)	ROWAN (63)	ROWAN (63)
HUBC		Weina (41)	Gooding (12)	Malak (52)
H 1	Hasinoff (53)	Askins (42)	Ebert (14)	Hasinoff (53)
H 1 Call	Hasinoff (53)	Askins (42)	Ebert (14)	Hasinoff (53)
H 2		Buchanan (25)	Duggins (37)	Gray (24)
C OH	Mocheles (27)	Vadnais (6)	Sandoval (60)	Pearson (19)
C OH Call	Mocheles (27)	Vadnais (6)	Sandoval (60)	Pearson (19)
S OH		Hasinoff (53)	Schaff (7)	Sayson (26)
S OH2		Jernigan (20)	Sayson (26)	Harper (17)
BK OH		Fronapfel (58)	Hasinoff (53)	Griggs (57)
Ops 1		Turner (32)	Askins (42)	Mocheles (27)
Ops 2		Norton (13)		
Ops 3PostCall			Gray (24)	Morales (22)
MidTr		Schaff (7)	Lee (3)	Mendoza (40)
Spk		Bauertie (34)	Mendoza (40)	Rubin (56)
Spk 2		Lee (3)		Lee (3)
Pring		Sayson (26)	Klaphor (18)	Vadnais (6)
S Rad		Malak (52)	Jernigan (20)	Ebert (14)
SMno		Harper (17)	Bauertie (34)	Merx (23)
Baint		Ducey (31)	Vogelhut (47)	Jernigan (20)
OnOff	Buchanan (25)	Rubin (56)		
OnOff	Malak (52)	Duggins (37)	Vadnais (6)	Sandoval (60)
M Off	Jernigan (20)		Stranck (35)	Willford (8)
OpOff	Fronapfel (58)	Mendoza (40)	Griggs (57)	Shook (51)
H Off	Harper (17)	Klaphor (18)	Brannon (44)	Weina (41)
SEndPostCall		Mocheles (27)		
Peds Call		Fronapfel (58)	Vogelhut (47)	Buchanan (25)
CIVin2	Ducey (31)			
Pain		Sair (54)	Sair (54)	Sair (54)
PainVIE	Sair (54)		Sair (54)	Sair (54)

The OR Manager's Worksheet shows all the day and call assignments and the partners assigned those assignments for a period of four days. The partner designated for the peds coverage is shown (as /Peds by another assignment) as well as any partners staying after call to work (as /PostCall by another assignment).

On the menu bar on the OR Manager Worksheet there is an option to advance the dates by two days, a help if there is an intervening holiday around a weekend. There is also a "Print Friendly Version" link if the regular webpage prints on more than one page.

/PostCall Assignments

A partner is designated as working “/PostCall” only if the original schedule had them working after a call (at PAAPA’s request). *It is PAAPA's intention to minimize the amount of work a partner does after call.*

The “/PostCall” designation for the DAY assignment signifies that the partner *is eligible* for receiving a higher pay rate for any work they do that day, a premium for working after call. **The “/PostCall” assignment has NO inherent value.** It is incumbent on the partner working post-call to add the appropriate number of hours they actually work under the designation “Working After Call at PAAPA Request.” Only then does the working partner receive the extra credit (1.3 hours for every hour worked) for working post-call. When working a “/PostCall” assignment a partner may be dismissed at any time by the ORMGR.


Occasionally, a partner is asked to work postcall to cover for a meeting, etc. when the schedule did not originally have him working a “/PostCall” assignment. The ORMGR for that day has the ability to change the DAY assignment for any partner to an appropriate “/PostCall” assignment. If this situation arises, to qualify for the increased pay rate of 1.3 hours/hour worked, the partner should contact the ORMGR to change the DAY assignment from a CALL OFF assignment (ie OrOff) to a “/PostCall” (ie Misc/PostCall) assignment so the partner then becomes eligible for the “Working After Call at PAAPA Request” added hours.

Only when a partner puts in the added hours (“Working After Call at PAAPA Request”) does he get any credit for working that day. To *emphasize*, any DAY assignment containing the “/PostCall” designator does not have any inherent credit or value. It only signifies the ability for the partner to add hours as “Working After Call at PAAPA Request.”

Below is an example of the correct way to enter this time.

ConvertSelect

PAAPAProgrammingSpaceAncestryInvestmentsTascheterNewsImported From FirefoxHostMonsterGMailPAAPAMailLinkStation Manual BUFFA8-21-14 - Appalachian Trail



PROVIDENCE
ANESTHESIOLOGY ASSOCIATES

Providence Anesthesiology Associates, PA
PAAPA Pay & Assignment Management System

User: Dale BuchananSchedule For: Dale BuchananTue, Dec 23, 2014 - Wed, Dec 24, 2014Schedule For PageComplete MonthLogout

Day Assignment: COPS2/PostCallCall: NONEAdd Hours

Tuesday

Wednesday

0600070008000900100011001200130014001500160017001800190020002100220023000000010002000300040005000600

Change Assignment

Change Assignment

Change or Add Hours

Day

Call

Added Hours

COPS2/PostCall

None

Working After Call at PAAPA Request

Begin Time:

06:30:00

End Time:

13:00:00

Begin Time:

06:30:00

End Time:


11:00:00

Split Assignment with Another Partner:

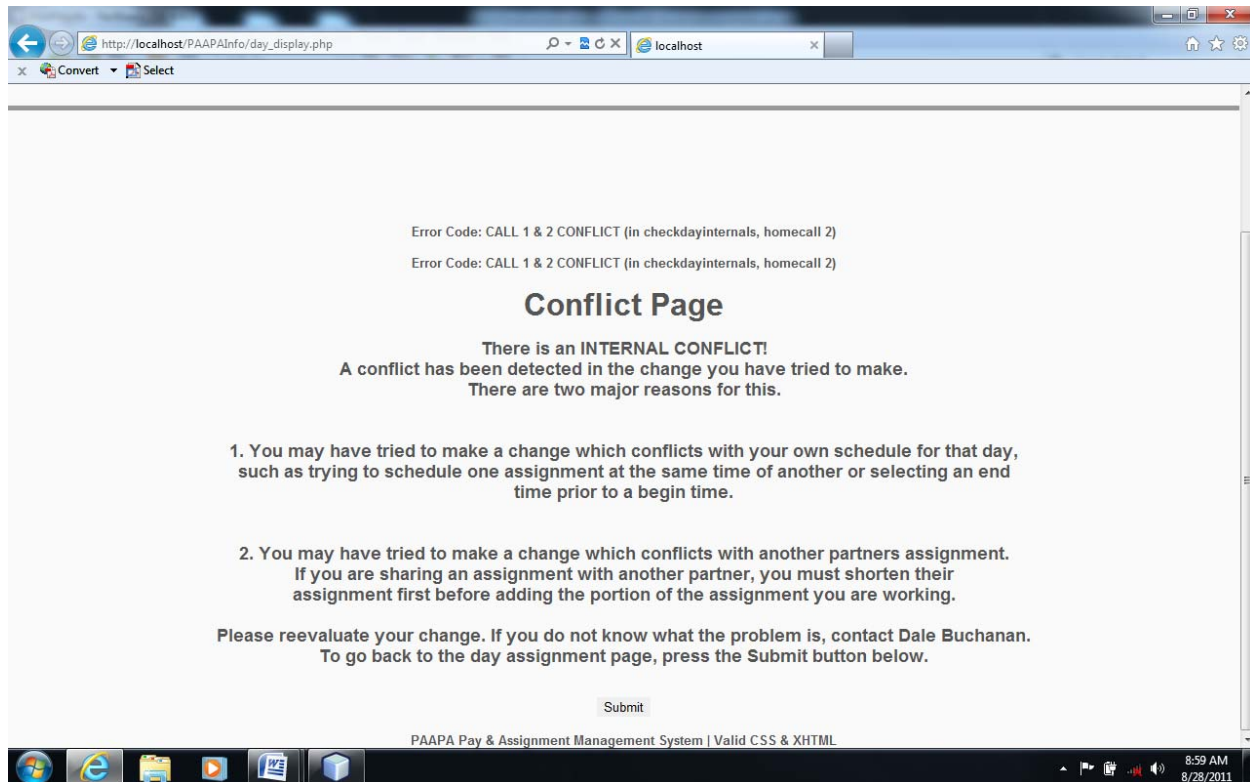
Day Assignment

Call Assignment

PAAPA Pay & Assignment Management System | Valid CSS & XHTML

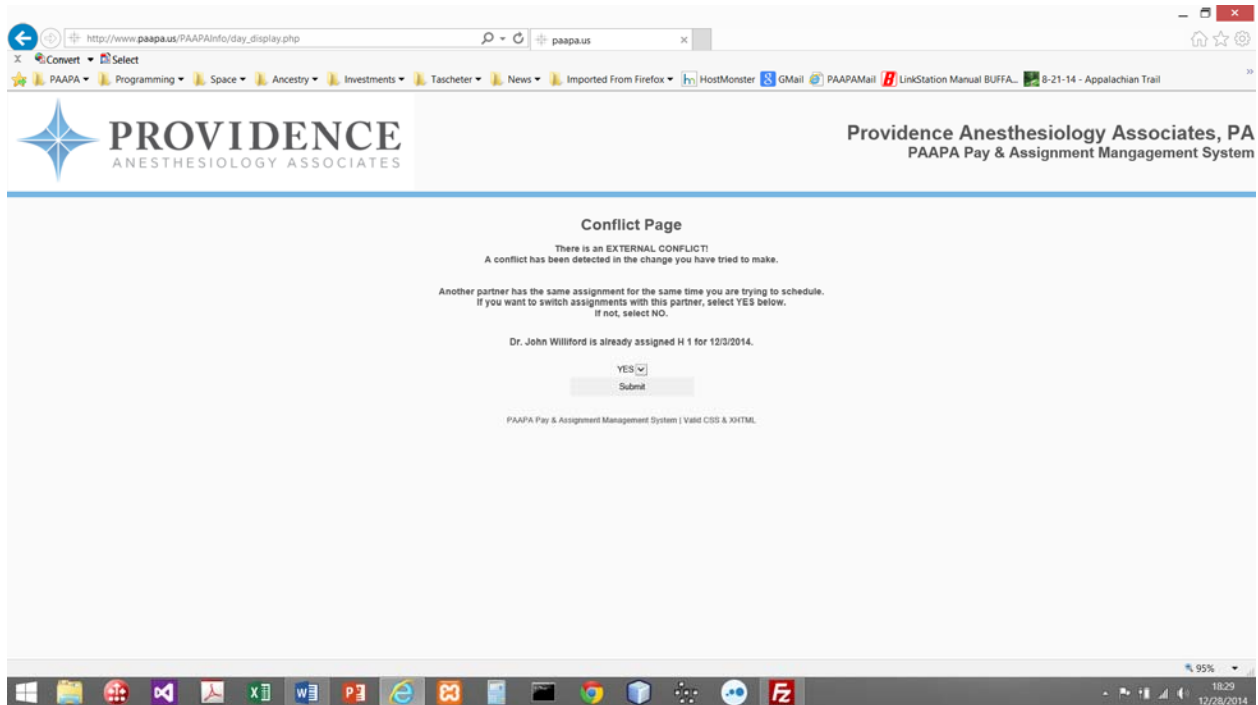


95%18:2612/23/2014



If, when changing an assignment a partner gets a page which looks like this one, it means the program has determined there is a conflict. There are two types of conflicts - internal and external. An internal conflict means a partner has tried to make a change which conflicts with the schedule they already have. For example, if someone tries to schedule a call assignment at the same time he has an assignment, it generates an internal conflict. An external conflict means a partner is trying to schedule an assignment at the same time another partner has that assignment.

When dealing with a conflict, check the assignment and times before resubmitting a schedule change request. If a partner cannot determine what is generating the conflict, please note the “Error Code” message and contact Dale Buchanan.



In the special circumstance where a partner is wanting to switch an assignment with another partner and the two assignments have the same start and end times, then when the other assignment is selected, the above page will display. It recognizes an external conflict but gives the user the option of making a switch with the partner holding the other assignment. If this is what is desired then leave the “YES” in the dropdown menu and click on the “SUBMIT” button. If not, then choose “NO” from the dropdown menu and click “SUBMIT.”

If the two assignments do not have the same begin and end times, then to switch assignments one must change the other partner’s assignment to “None,” choose the other partner’s original assignment as their own, and finally give their original assignment to the other partner.

To enter a date and time of a meeting click on the “Meeting Notification” menu item.

The screenshot displays the PAAPA Pay & Assignment Management System interface. At the top, the browser address bar shows the URL <http://www.paapa.us/PAAPAInfo/choose2.php>. The page header includes the Providence Anesthesiology Associates logo and the text "Providence Anesthesiology Associates, PA PAAPA Pay & Assignment Management System". Below the header, a user menu shows the user is "Dale Buchanan" and lists several options: "Schedule For Page", "Complete Month", "ORAGR Worksheet", "Meeting Notification" (which is highlighted with a black arrow), and "Logout".

Below the user menu, there are fields for "Schedule For:" (Dale Buchanan), "Month:" (December), and "Day:" (1). A "Submit" button is located below these fields. The main content area displays a calendar grid for the month of December. The grid shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1 through 27). Each date cell contains a schedule entry, such as "S Bus", "H 1", "H 2", "HASC", "C Hnt", "H Off", "Wkend", "COPS1", "Shnt2", "C OB", "ObOff", "Spk 2", "None", "C OR", "OrOff", and "Vac". Some cells also show "Added Hours" (e.g., 4.00, 1.50, 3.50). The grid is color-coded with green and yellow background colors.

The bottom of the screenshot shows a Windows taskbar with various application icons, including the Start button, File Explorer, Internet Explorer, and several office applications. The system clock in the bottom right corner shows the time as 18:30 on 12/28/2014.

This takes you to the next page –

Providence Anesthesiology Associates, PA
PAAPA Pay & Assignment Management System

User: Dale Buchanan Schedule For Page Complete Month ORMGR Worksheet Logout

Enter Meeting Date and Time for ORMGR Notification

Enter the date, begin time, and end time of the meeting.
Then enter the reason for the meeting and any comments.

Year: 2014 Month: January Day: 1
Begin Time: 06:00 Estimated End Time: 06:00

Comments: Enter Meeting Reason & Comments Here

Submit

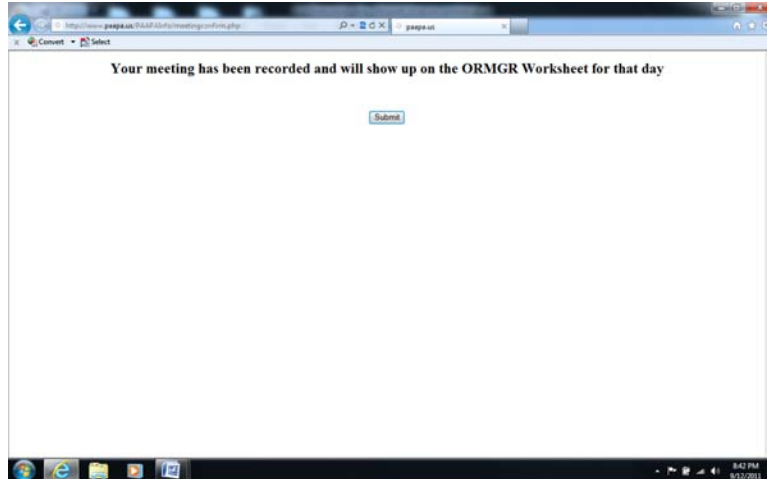
SCHEDULED AND RECENT MEETINGS

Physician	Year	Month	Day	Comment
MM	2014	12	23	Athena Conference Call
DU	2014	12	23	Deep Sedation, OR Dr. Fletcher
JP	2014	12	18	MMG MEG
PS	2014	12	17	TAVR meeting (in place of DU)
BA	2014	12	17	Trauma Peer Review Meeting
BE	2014	12	17	OC / J Fehring / SPR Theapeutics
DU	2014	12	17	TAVR meeting need coverage for H1
MM	2014	12	15	CABS Interviewing job applicants
WE	2014	12	11	Monthly H&SO quality meeting. I attend as Medical Director
BE	2014	12	11	COH Group meeting
DU	2014	12	10	TAVR meeting need coverage for H1
JP	2014	12	10	Congrats meeting 06:30-08:00 @ Main
PS	2014	12	10	PMIClarion Group meeting
DU	2014	12	9	PMC PACU meeting

Enter the **day** of the meeting, the **begin time** of the meeting, and the estimated **end time** of the meeting.

Then, enter the **reason** for the meeting and any comments necessary prior to submitting the information. The reason and comments must replace the default “Enter Meeting Reason & Comments Here.” statement. If not, an error will be generated.

If everything is OK, the next page is displayed.



When “Submit” is clicked then the user is taken back to the “Choosing Page.”

When the OR Manager prints the OR Manager Worksheet, any meetings over the time period covered by the worksheet will automatically be displayed beside the “Meetings” line toward the bottom of the worksheet.

Ops 1	Richardson (62)	Morales (22)	Green (20)	Menik (23)
Ops 2		Malak (52)	Askins (42)	Cameron (43)
Ops 2/PostCall	Yang (21)			
MidTn	Vogelhut (47)	Ebert (14)	Cameron (43)	Gooding (12)
Spk	Cameron (43)	Williford (8)	Scharf (7)	Buchanan (25)
Spk2	Williford (8)	Welna (41)	Mendoza (40)	Brannon (44)
PrSrg	Sandoval (60)	Klapthor (18)	Duggins (37)	Hasinoff (53)
S Rad	Pearson (19)	Holmes (16)	Menk (23)	Stranick (35)
SMnd	Baeuerle (34)	Norton (13)	Stranick (35)	Yang (21)
Balnt	Stranick (35)	Jernigan (20)	Vogelhut (47)	Ducey (31)
OrOff		Askins (42)	Sandoval (60)	Benonis (61)
OhOff		Sayson (36)	Harper (17)	Shook (51)
M Off	Duggins (37)	Scharf (7)	Baeuerle (34)	Morales (22)
ObOff	Ryskiewich (10)	Menk (23)	Buchanan (25)	Holmes (16)
H Off	Malak (52)	Brannon (44)	Vadnais (6)	Fronapfel (58)
SEndo	Ducey (31)			
Peds Call	Mendoza (40)	Stranick (35)	Hasinoff (53)	Rubin (56)
Pain	Sair (54)	Sair (54)	Sair (54)	Sair (54)

ECTs:

Meetings:--DB/Day:12/Begin:07:00/End:08:00/Peds Meeting--

Heart / EP Lab:

Ballantyne (316-2650):

Huntersville ASC (316-5680) / SouthPark (295-3080)

Monroe (316-2340)

Pediatric Request:

Forced Off:

Ops / Midtown (Friday Coverage):

This now relieves the need to keep a separate calendar for meetings.

Assignments and Values					
Assignment	Start	End	Hour Rate	Shifts	Number of Hours
C OR (Weekday)	15:30:00	06:30:00	1.333	2.50	20.0000
C OR (Weekend)	06:30:00	06:30:00	1.333	4.00	32.0000
C OB (Weekday)	15:30:00	06:30:00	1.333	2.50	20.0000
C OB (Weekend)	06:30:00	06:30:00	1.333	4.00	32.0000
C Hnt (Weekday) - for the day portion	06:30:00	14:30:00	1.000	1.00	8.0000
C Hnt (Weekday) - for the evening portion	14:30:00	06:30:00	1.125	2.25	18.0000
C Hnt (Weekend)	06:30:00	06:30:00	1.333	4.00	32.0000
C Mat (Weekday) - for the day portion	06:30:00	14:30:00	1.000	1.00	8.0000
C Mat (Weekday) - for the evening portion	14:30:00	06:30:00	1.125	2.25	18.0000
C Mat (Weekend)	06:30:00	06:30:00	1.333	4.00	32.0000
C OH (Weekday Day) - for day portion	06:00:00	14:00:00	1.000	1.00	8.0000
C OH (Weekday Day) - for evening portion	14:00:00	23:30:00	1.125	1.00	10.6875
Ortho Call (Weekend Home Call)	06:00:00	06:00:00	0.200	0.60	4.8000
C OH (Weekday Added Hours)			1.000		
C OH (Weekend Added Hours)			1.133		
H 1 (Weekday Day)	06:30:00	14:30:00	1.000	1.00	8.0000
Heart Call (Weekday Home Call)	14:30:00	07:00:00	0.150	0.30	2.4000
Heart Call (Weekend Home Call)	07:00:00	07:00:00	0.200	0.60	4.8000
H 1 (Weekday Added Hours)			1.000		
H 1 (Weekend Added Hours)			1.133		
Peds Call (Weekday Home Call)	14:30:00	06:30:00	0.150	0.30	2.4000
Peds Call (Weekend Home Call)	07:00:00	07:00:00	0.200	0.60	4.8000
Peds Call Short (Weekday Home Call after Ops2 or Smat2)	13:00:00	06:30:00	0.150	0.33	2.6250
Peds (Weekday Added Hours)			1.000		
Peds (Weekend Added Hours)			1.133		
Peds Weekday Supplement			1.000		
Slate	06:30:00	16:30:00	1.000	1.25	10.0000
COPS1	06:30:00	15:30:00	1.000	1.13	9.0000
Neuro	06:30:00	15:30:00	1.000	1.13	9.0000
OB 1	06:30:00	14:30:00	1.000	1.13	9.0000
S Bus	06:30:00	14:30:00	1.000	1.06	8.5000
Balnt	06:30:00	14:30:00	1.000	1.00	8.0000
BK OH	06:00:00	14:00:00	1.000	1.00	8.0000
B Long	06:30:00	14:30:00	1.000	1.00	8.0000
H 2	06:30:00	14:30:00	1.000	1.00	8.0000
HASC	06:30:00	14:30:00	1.000	1.00	8.0000
MASC	06:30:00	14:30:00	1.000	1.00	8.0000
MidTn	06:30:00	14:30:00	1.000	1.00	8.0000
MLate	06:30:00	14:30:00	1.000	1.00	8.0000
Ops 1	06:30:00	14:30:00	1.000	1.00	8.0000
ORMGR	06:30:00	14:30:00	1.000	1.00	8.0000
Pain	07:30:00	15:30:00	1.000	1.00	8.0000
Pain2	07:30:00	15:30:00	1.000	1.00	8.0000
S B	06:30:00	14:30:00	1.000	1.00	8.0000
SEndo	06:30:00	14:30:00	1.000	1.00	8.0000
S Hnt	06:30:00	14:30:00	1.000	1.00	8.0000
S Mat	06:30:00	14:30:00	1.000	1.00	8.0000
S OH	06:00:00	14:00:00	1.000	1.00	8.0000
SI OH	06:00:00	14:00:00	1.000	1.00	8.0000
S OH2	06:00:00	14:00:00	1.000	1.00	8.0000
S Rad	06:30:00	14:30:00	1.000	1.00	8.0000
Sds 1	06:30:00	14:30:00	1.000	1.00	8.0000
Spk	06:30:00	14:30:00	1.000	1.00	8.0000
Spk 2	06:30:00	14:30:00	1.000	1.00	8.0000
COPS2	06:30:00	13:00:00	1.000	0.81	6.5000
Shnt2	06:30:00	13:00:00	1.000	0.81	6.5000
Smat2	06:30:00	13:00:00	1.000	0.81	6.5000
PainWE (Weekend Home Call)	07:00:00	07:00:00	0.096	0.30	2.4000
CWkn2 (Weekend Home Call)	07:00:00	15:00:00	0.200	0.20	1.6000
Assignment Overrun (Weekday Added Hours)			1.000		
Working After Call (Weekday Added Hours)			1.300		
Meeting Coverage (Weekday Added Hours)			1.000		
Other (Weekday Added Hours)			1.000		
Meeting Coverage (Weekend Added Hours)			1.333		
CallWE2 (Added Hours)			1.133		
Other (Weekend Added Hours)			1.333		
Pain (Weekend Added Hours)			1.133		

PAMS FREQUENTLY ASKED QUESTIONS

1. What if I have forgotten my password?

Contact Dale Buchanan. Although passwords are encrypted and cannot be retrieved, the password may be reset to the partner's PAAPA number. When this happens, the next time you log on, the program will request that you change your password to a unique one.

2. What if I am working postcall to cover a meeting, have switched an assignment with someone which now requires me to stay after call, or someone calling in sick and I have to stay after call – how can I get credit for the increased pay rate for working after call?

If you think you qualify for the increased pay rate because you are working after call by necessity, please contact the ORMGR or Dale Buchanan. In those cases the “/PostCall” designation can be set so you can add the hours worked as "Working After Call at PAAPA Request." (Also see page 19 of the PAMS Instructions)

3. If I am working a PAAPA scheduled “/PostCall” assignment what do I need to do to get pay credit? Do I need to change the assignment “___/PostCall” to “None” if I don’t work any additional hours?

The “/PostCall” assignments do not have any intrinsic value. In other words if you do not add hours to those assignments you will not get any pay credit for that day. You must designate how many hours you worked by adding “Working After Call at PAAPA Request” added hours to get the 1.3 hours/hour credit for time worked. This relieves the partner and the OR Manager from making sure the schedule is changed if a partner does not have to work the day after call (when originally assigned) which so often happens.

You or the OR Manager do not have to change the “/PostCall” assignment if you do not work any additional hours. Again, the assignment carries no intrinsic value. It only serves as a marker to allow you to add hours via the reason “Working After Call at PAAPA Request.” (Also see page 19 of the PAMS Instructions)

4. How do I switch an assignment with a partner?

If you are switching working assignments with a partner who has an assignment that runs the same hours as yours, the program will recognize this, show a conflict page, but offer to allow a switch.

If the begin and/or end times are different between the two assignments, then the other partner's assignment must be changed to "None," their assignment chosen as your own, and finally, the other partner must be assigned your original assignment. (Also see page 22 of the PAMS Instructions)

5. How do I split an assignment with a partner?

This is described on pages 14, 15, and 16 of the manual.

Remember though, certain assignments which are conceptually one assignment (like C Mat, C Hnt, and C OH) are treated as two assignments in PAMS. They are divided into a DAY assignment and a separate CALL assignment. This is why they are separated onto different lines (and colors) on the 'Day_Display' page of PAMS. First, C Mat and C Hnt has a DAY assignment which runs from 0630 to 1430 that gets paid at 1 hour for each hour worked; C OH has a DAY assignment which runs from 0600 to 1400 that gets paid at 1 hour for each hour worked.

Second, C Mat and C Hnt has a CALL assignment that runs from 1430 to 0630 the next day; C OH has a CALL assignment that runs from 1400 to 2200. This is because the CALLs get paid at a greater rate, 1.125 hours/hour worked ((16+2) hours for C Mat and C Hnt and (8+1) hours for C OH (each night shift worked gets a 1 hour shift differential added to the assignment)).

SO, when splitting an assignment with a partner make sure you are splitting the correct part of the assignment (DAY or CALL).

If you are trying to split one of these assignments over the time they are already divided into the DAY and CALL portions you must take that into account.

For example, DB wants to let JD work C_Hnt from 1200 to 1600. To do this DB must split the DAY portion of C_Hnt from 0630 to 1200 for himself and give JD the portion from 1200 to 1430. Then DB must go back and split the CALL portion of C_Hnt giving 1430 to 1600 to JD and keeping 1600 to 0630 for himself.

Another example. SM wants to give CY his C Mat assignments from 0630 to 1530. First SM must SWITCH the DAY 'C Mat' assignment with CY (0630-1430) and then SPLIT the CALL 'C Mat' assignment giving CY the portion of the assignment from 1430 to 1530 while keeping 1530 to 0630 for himself.

6. Are there any special rules about adding hours?

The minimum amount of time a partner may add is one hour. Under the pay rules most assignments end at 14:30 and so hours may start to be added after a partner has stayed to at least 15:30. Some assignments have different end times, of course.

Partners may add time immediately under two special cases. If a partner has a short day assignment, specifically Ops 2, Shnt2, or SMat2, they may add any fraction of an hour, even short of one hour total. When a partner is on C OH and has stayed past 22:00 he may add any fraction of an hour, even short of one hour total.

7. Splitting C OH hours After 1400.

If you are splitting C OH hours with a partner after 1400 (say from 1800 to 2200) the partner that covers those hours gets full credit for those hours whether or not they have to be “in-house.” Full credit means 1.125 hours/hour covered. Certainly, private arrangements may be made if two partners feel this is unfair, such as one partner covering all the pertinent hours but only getting credit for the hours they actually have to be “in-house” (or some similar arrangement), but a partner cannot get credit for those hours and another partner get credit for the same hours via another mechanism (such as adding hours for the time they have to be “in-house”).

8. If a meeting date or time has changed from what I originally entered, how do I change or delete the meeting, date, and/or time?

Email or contact Dale Buchanan with any changes after the meeting is originally entered.

9. How do holidays get credited?

Holidays are treated the same as Weekend days.