



CallDr Central Provider Role

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The Provider Role

The Provider role allows a provider to view an upcoming schedule, trade shifts with another provider in the same specialty, and edit personal provider contact information.

Log In to CallDr Central

Follow these steps to log in to CallDr Central:

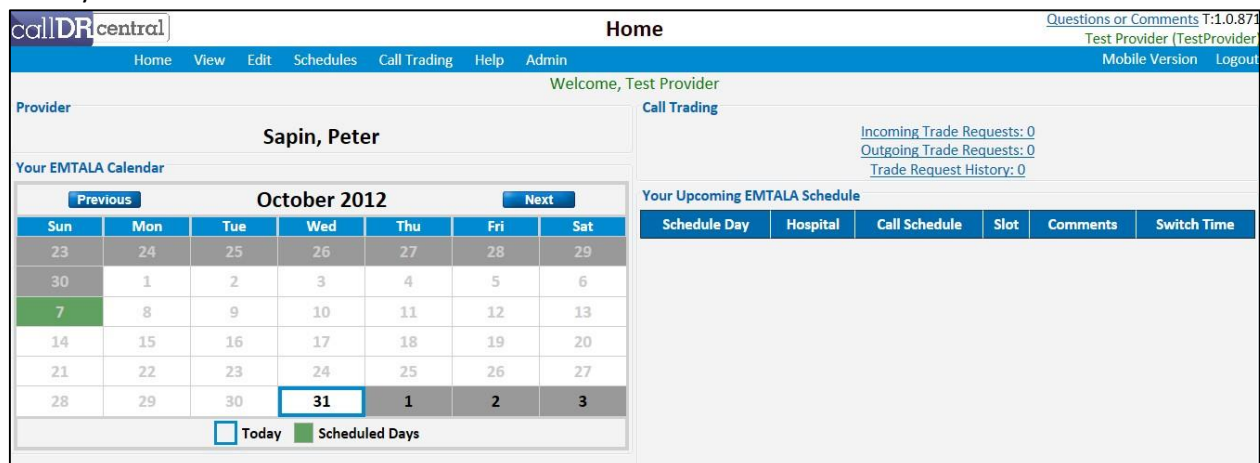
1. In any web browser, navigate to CallDr Central. The system displays the **Login** screen:



2. Enter username in the **Login** field and password in the **Password** field and click **Login**.
 - A successful login takes the user to the home page for the user's role.
 - An unsuccessful login results in the **Invalid Login** message.
3. For help with the login process, click the **Forgot Password / Login Problems** link to submit a question through the **Send CallDr Central Feedback Email** dialog box.

Navigate to the Home Screen

The **Home** screen for a Provider user defaults to that provider's upcoming EMTALA schedule and trade activity:



Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
30	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	26	27
28	29	30	31	1	2	3

Schedule Day	Hospital	Call Schedule	Slot	Comments	Switch Time
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- **Call Trading:** Contains links to **Incoming Trade Requests**, **Outgoing Trade Requests**, and the user's **Trade Request History**.

- **Your EMTALA Calendar:** Displays a monthly calendar view with the user's scheduled EMTALA shifts highlighted in green.
- **Your Upcoming EMTALA Schedule:** Displays a list of the user's upcoming EMTALA shifts.

To return to the Home screen after navigating to another screen, click **Home** on the menu bar.

Trade Calls with Another Provider

Call Trading allows a provider to request a trade, accept a trade request, or view trade history.

Request a Trade

A provider can request an EMTALA shift trade by asking a specific provider to trade or by broadcasting an available shift to multiple providers using the **Give Away A Day** feature.

Request a Trade with a Specific Provider

Follow these steps to request an EMTALA shift trade:

1. On the **Call Trading** menu, click **New Request**. The system displays the **Call Trading** screen, defaulted to the **Request Trade** tab:

The screenshot displays the 'Call Trading' interface. At the top, there's a navigation bar with 'Home', 'View', 'Edit', 'Schedules', 'Call Trading', 'Reports', 'Help', and 'Admin'. Below this is a sub-navigation bar with 'Request Trade', 'Outgoing Trade Requests (0)', 'Incoming Trade Requests (0)', and 'Trade Request History (0)'. The 'Trade Type' dropdown is set to 'Trade a Day'. The main content area is divided into two calendar sections. The left section, 'Your Scheduled Days', shows a calendar for November 2012 with dates 12 and 15 highlighted in green. The right section, 'Schedule for Doctors in your Specialty', shows a calendar for October 2012 with date 30 highlighted in red. A legend at the bottom explains the color coding: Today (blue), Scheduled Days (green), Pending Trades (yellow), Selected Day (red), and Required (red). There are also sections for 'Your EMTALA schedule slots to give' and 'Other Providers EMTALA schedule slots to receive'.

2. Select **Trade a Day** from the **Trade Type** dropdown list to trade a shift with another provider.
3. On the **Your EMTALA Calendar**, select the scheduled day to trade. Scheduled days are highlighted in green.
4. After a scheduled day is selected, the day turns red and the **Your EMTALA schedule slots to give** section displays:

callDRcentral

Call Trading

[Questions or Comments](#)
T:1.0.87
Marvin Martian (mmartian)

[Mobile Version](#)
[Logou](#)

[Home](#)
[View](#)
[Edit](#)
[Schedules](#)
[Call Trading](#)
[Reports](#)
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[Admin](#)

[Request Trade](#)
[Outgoing Trade Requests \(0\)](#)
[Incoming Trade Requests \(0\)](#)
[Trade Request History \(0\)](#)

Trade Type: Trade a Day

Your Scheduled Days

Previous

November 2012

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	26	27	28	29	30	1
2	3	4	5	6	7	8

☐ Today
☒ Scheduled Days
☐ Pending Trades
☐ Selected Day
☐ Required

Your EMTALA schedule slots to give

Anesthesia

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Schedule for Doctors in your Specialty

Previous

October 2012

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
30	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	26	27
28	29	30	31	1	2	3

☐ Today
☒ Scheduled Days
☐ Selected Day
☐ Required

Other Providers EMTALA schedule slots to receive

Comments:

Submit

- The call schedule(s) for which you are scheduled are listed in a drop-down menu. Select the call schedule that contains the slot you want to trade; the table underneath the drop-down will update to display the slots you are scheduled for on that day.
- Check the slots you want to trade.
- On the **Schedule for Doctors in your Specialty** calendar, select the scheduled day for the desired EMTALA shift. Only days highlighted in green can be selected.

Your Scheduled Days

Previous

September 2011

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	26	27	28	29	30	1
2	3	4	5	6	7	8

☐ Today
☒ Scheduled Days
☐ Pending Trades
☐ Selected Day

Trade Details

Provider to send request to:

Comments:

Submit

Schedule for Doctors in your Specialty

Previous

September 2011

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	26	27	28	29	30	1
2	3	4	5	6	7	8

☐ Today
☒ Scheduled Days
☐ Selected Day

- The **Other Providers EMTALA schedule slots to receive** section will display, showing available provider(s) for that day in a drop-down menu:

Request Trade | Outgoing Trade Requests (0) | Incoming Trade Requests (0) | Trade Request History (0)

Trade Type: Trade a Day

Your Scheduled Days

Previous **November 2012** Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	26	27	28	29	30	1
2	3	4	5	6	7	8

☐ Today
 ☒ Scheduled Days
 ☐ Pending Trades
 ☒ Selected Day
 ☐ Required

Your EMTALA schedule slots to give

Anesthesia

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Schedule for Doctors in your Specialty

Previous **October 2012** Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
30	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	26	27
28	29	30	31	1	2	3

☐ Today
 ☒ Scheduled Days
 ☐ Pending Trades
 ☒ Selected Day
 ☐ Required

Other Providers EMTALA schedule slots to receive

Todd, Pamela J. (Anesthesia)

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Comments:

Submit

- The table under the provider drop-down will update to show the slots the provider is assigned to. Select a provider and check the slot(s) you would like to receive in trade.
- Use the **Comments** box to add additional comments if desired and click **Submit**. The system displays a confirmation that the request was sent:

Your EMTALA schedule slots to give

Anesthesia

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Trade request sent: 10/30/2012 12:29:09 PM

Other Providers EMTALA schedule slots to receive

Todd, Pamela J. (Anesthesia)

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Comments:

Submit

Request a Trade using Give Away A Day

Follow these steps to request an EMTALA shift trade by broadcasting an available shift to multiple providers using the **Give Away A Day** feature:

- On the Call Trading menu, click **New Request**. The system displays the **Call Trading** screen, defaulted to the **Request Trade** tab.
- Select **Give Away a Day** from the **Trade Type** dropdown list. The system removes the **Schedule for Doctors in your Specialty** calendar and replaces it with the **Trade Details** pane:

Request Trade
Outgoing Trade Requests (1)
Incoming Trade Requests (0)
Trade Request History (0)

Trade Type: Give away a Day

Previous

November 2012

Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	26	27	28	29	30	1
2	3	4	5	6	7	8

☐ Today Trades
☒ Scheduled Days
☐ Pending
☐ Selected Day
☐ Required

Trade Details

Slots in Trade

Providers to send request to:

Comments:

Submit

- On the **Your Scheduled Days** calendar, select the scheduled day to give away. The system populates **Trade Details** to allow you to select from your assigned call schedule(s) on that day and verify the slots you want to give away. The **Providers to send request to** populates to show providers in the selected call schedule:

Trade Details

Anesthesia

Slots in Trade

Slot Name	Hospital	Trade?
	Alaska Regional Hospital	<input checked="" type="checkbox"/>
	Providence Alaska Medical Center	<input checked="" type="checkbox"/>

Providers to send request to:

Allen, Gray L
Atchison, Fawn W
Barnett, Mark R
Beerle, Brion J
Bugs Bunny
Chen, Barbara M

Comments:

Submit

4. To select all of the providers in the list, click the first provider's name, press and hold the **Shift** key, and click the last provider's name. To select only certain providers, press and hold the **Ctrl** key while clicking those providers' names. Enter optional comments and click **Submit** to send the request.

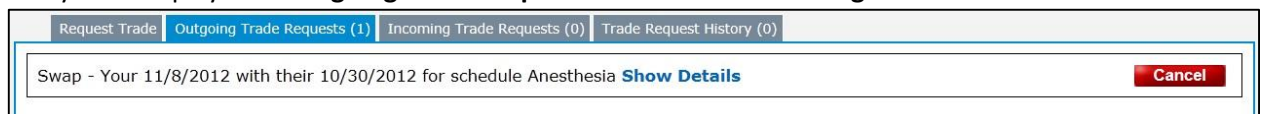
The system sends the selected providers a trade request email, and also alerts the providers to this request the next time they log in to the system.

Cancel or Check the Status of an Outgoing Trade Request

1. Navigate to **Outgoing Trade Requests** by performing one of the following actions:

- Select the **Outgoing Trade Requests** link From the **Home** screen.
- Select **Outgoing Requests** on the **Call Trading** menu.
- Select the **Outgoing Trade Requests** tab from the **Call Trading** screen.

The system displays the **Outgoing Trade Requests** tab of the **Call Trading** screen:



The screenshot shows the 'Outgoing Trade Requests (1)' tab selected in the 'Call Trading' interface. The main content area displays a trade request: 'Swap - Your 11/8/2012 with their 10/30/2012 for schedule Anesthesia'. To the right of this text is a blue link labeled 'Show Details'. In the top right corner of the content area is a red button labeled 'Cancel'.

2. Click **Show Details** to view the details of a request, check the responses of the request recipients, or add additional comments to a request:



The screenshot shows the 'Show Details' view for the trade request. The top navigation bar remains the same. The main content area is divided into several sections:

- Trade sent on 10/30/2012 12:29:09 PM**
- Slots in Trade**
 - Giving 11/8/2012**
 - - Alaska Regional Hospital
 - - Providence Alaska Medical Center
 - Receiving 10/30/2012**
 - - Alaska Regional Hospital
 - - Providence Alaska Medical Center
- Recipients**
 - Todd, Pamela J. - No Response
- Comments**
 - Marvin the Martian:
 -
 - Add Comment**

3. Click **Cancel** to cancel a request. To close the request without canceling, or to view another screen, click **View Details** or select another tab.

Accept or Decline a Trade Request

Follow these steps to accept or decline a trade request:

1. Navigate to **Incoming Trade Requests** by performing one of the following actions:
 - Select the **Incoming Trade Requests** link From the **Home** screen. If there are any incoming trade requests, the system highlights the **Incoming Trade Requests** link in red.

Call Trading

[Incoming Trade Requests: 1](#)
[Outgoing Trade Requests: 0](#)
[Trade Request History: 1](#)

- Select **Incoming Requests** on the **Call Trading** menu.
- Select the **Incoming Trade Requests** tab from the **Call Trading** screen.

The system displays the **Incoming Trade Requests** tab of the **Call Trading** screen:

Request Trade

Outgoing Trade Requests (0)

Incoming Trade Requests (1)

Trade Request History (0)

Swap request from Smith, Robert - Your 9/5/2011 with their 9/19/2011

[View Details](#)

Decline

Accept

2. Click **View Details** to view the trade details:

Request Trade

Outgoing Trade Requests (0)

Incoming Trade Requests (1)

Trade Request History (0)

Swap request from Smith, Robert - Your 9/5/2011 with their 9/19/2011

[View Details](#)

Decline

Accept

Trade sent on 9/2/2011 4:03:35 PM

Hospitals in Trade

Given

- Alaska Regional Hospital
- Providence Alaska Medical Center

Received

- Alaska Regional Hospital
- Providence Alaska Medical Center

Recipients

- King, Jill - No Response

Comments

Smith, Robert: Will you please trade shifts with me?

Add Comment

2. Click **Accept** or **Decline** to accept or decline the request.

- The trade initiator receives notification of the action via email.
- The request moves from **Incoming Trade Requests** to **Trade Request History**.
- The EMTALA schedule automatically updates the EMTALA shift if the request is accepted.

Edit Provider Profile

A Provider Profile details a provider's contact information, specialty, group, and whether or not the provider is exempt from EMTALA scheduling.

Follow these steps to edit provider information:

1. On the **Edit** menu, click **Provider Profile**. The system displays the user's provider profile in **Edit Mode**:

The areas that Provider users are able to edit include the following:

- **Provider Name**
 - **Away Message**
 - **Publish All Contact Information** ○ Select the checkbox to allow all contact information to be visible to all other users.
 - Unselect the checkbox to make only primary and secondary phone numbers visible to other users.
 - **Primary and Secondary Phone** ○ Select the phone or pager numbers to be used as primary and secondary contacts from the dropdown lists. These two mandatory numbers are visible to all users. □ **Contact Preference Comments**
2. Modify profile information, and click **Save** in the top right corner. The system displays the **Save Successful** dialog box if the save is successful.

The system displays the **Invalid Entry** dialog box if the save is not successful.



An error dialog box with a red header bar containing the text "Invalid Entry". Below the header, the message reads: "Please enter a valid phone number for the selected Primary Phone (at least 7 digits)." At the bottom center of the dialog is a red button labeled "OK".

Change Password


Providers may change their own passwords by following these steps:

1. On the **Admin** menu, click **Change Password**. The system displays the **Change Password** screen.



A form for changing a password. It contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". Below the fields is a red button labeled "Submit".

2. Enter the current password in **Old Password**, and enter the desired password in **New Password** and **Confirm New Password**.
3. Click **Submit** to save the new password. The system displays a success message if the change is successful:



The same "Change Password" form as above, but with a red message at the top: "Password Changed: 9/1/2011 10:28:03 AM." The "Old Password" field is now filled with text.

The system displays an error message if the save is not successful:



The same "Change Password" form as above, but with a red error message at the top: "Old Password does not match current password for bsmith." The "Old Password" field is filled with text.

View User Profile

A User Profile details a user's login information, roles, editing permissions, and contact information for system administrators. A user's User Profile is visible to that user and the administrators only. Providers are not permitted to edit their User Profiles, but they may use the **Questions or Comments** link to request an update for any of this information.

Providers may view their own User Profiles by following these steps:

1. On the **Admin** menu, click **View User Profile**. The system displays the **View User Profile** screen:

Login	bsmith		Disabled No
Details			
First Name: Bob		Last Name: Smith	
Email: bsmith@email.com		Password: *****	
Display Warning Dialog Boxes: Yes		Default Paging Call Back Number:	
Editing Permitted			
Provider: All		Hospital: All	
Group: All		Specialties All	
Roles			
Role			
System Administrator			

The information displayed on the **View User Profile** screen includes the following:

- **Details** ○ **Contact Information** ○
 - Display Warning Dialog Boxes
 - Indicates whether or not the **Reminder** pop-up windows are displayed when navigating to edit screens. These dialogs remind the user that changes are not recorded until the **Save** button is clicked.
- **Editing Permitted** ○ Indicates which provider profile, group, hospital, or specialty the user is permitted to edit.
- **Roles**
 - Lists all roles that the user belongs to.

Tips, Tricks and Contacting Us.

ALWAYS press the Save Button to save any changes you need saved!

The Blue menu bar at the top is your method to navigate around.

Set your browser home page to [Http://www.calldrcentral.com](http://www.calldrcentral.com)

This will allow you to quickly and easily launch the application.

Each browser is different:

IE – Click on the Gear Icon at the top right, Internet Options, and enter <http://www.calldrcentral.com> in the Homepage box, and click OK.

Chrome –

FireFox – Click on the FireFox option, upper left menu, and enter <http://www.calldrcentral.com> in the Homepage box and click OK.

Safari – (iMac) Click or Tap the Safari menu option, Preferences, and enter <http://www.calldrcentral.com> in the Homepage box then exit button.

Add a short cut on your desktop

Windows. Go to the Desktop. Right Click on the desktop. Select New. Select Short cut. Enter <http://www.calldrcentral.com>. Click Next. Enter a description for the short cut. Click ok.

Short Cut will be on your desktop.

iMac – To be determined.

If you are on a shared computer, do not leave the application without logging out.

If you are on a shared computer, do not let the browser store your login information.

If your session times out, you will need to re-login.

If you make a mistake, you can use the back button on your browser to discard the changes, but once you press the Save button, you cannot undo the changes.

Verify that your email address is correct.

Verify that your phone number is correct.

Tech Support

If there is an issue or problem with the data that is in the system, please first call your application/database administrator. If the issue is not urgent, you can always leave us a message using the Questions or Comments link at the top right of the system. If the system is not working properly or you get an error that the web page cannot be found -

Call US!

1-907-248-2537