Multi Provider Schedule COVID 19 Vaccine Personalization

Impacted Users: All Clinicians

Using the Multi-Provider Schedule (MPS)

1. Log in with the correct log in department.
   - PCAM: 1561 COMMUNITY COVID 19 VACCINES PCAM 15 S
   - PPMC: 1562 COMMUNITY COVID 19 VACCINES PPMC
   - Princeton: 1559 COMMUNITY COVID 19 VACCINES PMPH
   - CCH: 1560 COMMUNITY COVID 19 VACCINES CCH
   - PAH: 1565 COMMUNITY COVID 19 VACCINES PAH
   - Rittenhouse: 1554 OCCUPATIONAL HEALTH RITTENHOUSE
   - Radnor: 1563 COMMUNITY COVID 19 VACCINES PMR

2. **Click** on the MPS icon.
   - Note: The icon will be found in the top left hand corner under the Epic button.

3. **Locate** either the department name or your name along the top left of the schedule.
4. **Click** the drop down arrow.
5. **Click** the push pin icon.
6. The calendar will now be consistently visible on the left of your schedule.
   ➢ Note: Having the calendar visible will make moving between days more efficient.

7. Expand the main schedule by clicking on the triangle.

8. Locate your entity specific COVID-19 Vaccine schedule.

9. Drag and drop the schedule to your personal schedule.

10. It will now appear under your name.